

## PACIFIC GAS AND ELECTRIC COMPANY

PGE

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January 22, 1987

Local Union No. 1245  
 International Brotherhood of  
 Electrical Workers, AFL-CIO  
 P. O. Box 4790  
 Walnut Creek, California 94596

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

This letter cancels and supersedes our letter dated January 15, 1987. There have been several inquiries regarding the appropriate aptitude and skills requirements for transfers to clerical bargaining unit classifications and other weekly classifications requiring clerical skills since Letter Agreement 85-142 was signed and distributed to the system. In an effort to clarify some of the issues questioned the attached Clarification is proposed. The clarification lists the pertinent requirements and refers to test batteries in effect prior to July 1, 1986. These former testing requirements consist of the following:

1. Passing the six-test Clerical Battery Test in effect in 1967.
2. Scoring 70 points or higher on the Name Comparison Test and 20 points or higher on EAS#2- Numerical Ability.
3. Scoring 86 points or higher on the Number Perception Test and 14 points or higher on Differential Aptitude Test - Numerical Ability.

If you are in accord with the foregoing and attachment and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *W. B. Bright*  
 Manager of Industrial Relations

The Union is in accord with the foregoing and attachment and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL  
 BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

By *Jack McNally*  
 Business Manager

*Jan 23*, 1987

CLARIFICATION OF LETTER AGREEMENT 85-142 ADOPTING THE EEI TEST BATTERIES FOR METER READER AND CLERICAL CLASSIFICATIONS OTHER THAN REPROGRAPHICS OPERATOR OR DATA ENTRY OPERATOR.

TESTING POLICY REGARDING TRANSFERS TO CLERICAL CLASSIFICATIONS

- A. A transferee to a Routine Hydro Clerk or Routine Plant Clerk or a clerical classification other than Meter Reader, Data Entry Operator, or Reprographics Operator, is qualified if the employee:
1. Currently holds, or previously demonstrated satisfactory performance in, a classification (other than Meter Reader) requiring the Clerical Test Battery, or
  2. Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, or
  3. Passed the EEI Clerical Test Battery on or after July 1, 1986,
- AND
4. Passed any required skills tests (typing, shorthand) within one year of the vacancy as provided in Review Committee Decision No. 1517.
- B. A transferee to Meter Reader is qualified if s/he:
1. Previously demonstrated satisfactory performance as a Meter Reader, or
  2. Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, or
  3. Passed the EEI Meter Reader Test Battery on or after July 1, 1986.
- C. A transferee to Reprographics Operator is qualified if s/he:
1. Previously demonstrated satisfactory performance as a Reprographics Operator, or
  2. Passed the Reprographics Operator test battery consisting of the Guilford-Zimmerman and Name Comparison tests. The Name Comparison test is not required if the transferee is currently in or previously demonstrated satisfactory performance in a clerical classification other than Data Entry Operator.
- D. A transferee to Data Entry Operator is qualified if s/he:
1. Previously demonstrated satisfactory performance as a Data Entry Operator, or
  2. Passed the Key punch Skills test.

E. A transferee to Materialsman is qualified if s/he:

1. Previously demonstrated satisfactory performance as a Materialsman, or
2. Currently holds, or previously demonstrated satisfactory performance in, a clerical job classification other than Data Entry Operator or Reprographics Operator and passed the typing and Forklift Operator tests, or
3. Passed the Name Comparison, EAS#2- Numerical Ability, Forklift Operator tests, and scored 25 WPM or higher on the typing test.

#### RETESTING PROVISIONS

An employee shall be entitled to two opportunities to pass the above aptitude tests. An employee who fails to attain a passing score on the first attempt may take the tests a second time 90 days or later following the date of the first testing.

Note: Any employee is permitted two attempts to pass the EEI Clerical or EEI Meter Reader Test Battery. Any failure on a Clerical Preemployment Test before July 1, 1986 will not be counted as an attempt.