

# PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

March 24, 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:

In accordance with Sections 10.7 and 13.5 of the Clerical Agreement, we propose to change the job title of two Utility Clerk-Typist classifications to Utility Clerk and transfer the two positions to General Services at Diablo Canyon Power Plant. It is understood that this proposal is limited to the two Utility Clerk positions which are to be established in the General Services Department at Diablo Canyon Power Plant. We also propose to establish a second shift for one of these positions (PBX Operator).

1. Utility Clerk Typist. In 1979, two Utility Clerk Typist positions were established by Letter Agreement dated June 20, 1979 which is attached as Exhibit 1. Their job duties were defined in a Job Assignment Questionnaire as outlined in Exhibit 2. The positions are in the Document Control Department. Over the years, the work load has shifted and the individuals in these positions no longer perform the work outlined in the Job Assignment Questionnaire. For the most part, these employees provided relief to Routine Plant Clerks. This has posed some problems, particularly with regard to bidding and wages. We, therefore, propose to transfer these two positions to Utility Clerk positions in the General Services Department. The Job Assignment Questionnaires for the positions are attached as Exhibit 3. Both positions are currently filled by contractor employees.

- A. Utility Clerk - General Services Department. The proposed salary structure for this classification is as follows:

Wage Rate will be:

<u>Hired 1-1-83 and After</u>		<u>Hired 12-31-82 and Before</u>	
Start	\$368.25	Start	\$391.80
End 6 Mos.	394.30	End 6 Mos.	406.50
End 1 Yr.	421.30	End 1 Yr.	421.30
End 18 Mos.	436.35	End 18 Mos.	436.35
End 2 Yrs.	451.00	End 2 Yrs.	451.00
End 30 Mos.	479.05	End 30 Mos.	479.05

This employee will receive and route incoming/outgoing Company and U.S. mail. Develop mail routes and methods of distribution. Weigh and stamp U.S. mail.

- B. Utility Clerk - General Services Department. The wage structure for this classification will be as follows:

<u>Hired 1-1-83 and After</u>		<u>Hired 12-31-82 and Before</u>	
Start	\$368.25	Start	\$391.80
End 6 Mos.	394.30	End 6 Mos.	406.50
End 1 Yr.	421.30	End 1 Yr.	421.30
End 18 Mos.	436.35	End 18 Mos.	436.35
End 2 Yrs.	451.00	End 2 Yrs.	451.00
End 30 Mos.	479.05	End 30 Mos.	479.05

Duties: This classification will receive, route, and place outgoing and incoming telephone calls and fill supply orders as well as other de minimis work.

Note: Employee in this classification will be assigned to the second shift in the General Services Department and will receive the second shift premium.

- C. A transfer application to Routine Plant Clerk-DCPP from a Utility Plant Clerk classification at Diablo Canyon Power Plant will be given Priority 1 status under the Job Bidding System. Priority 1 transfer applications receive preference over all other transfers and are treated as a bid under the provisions of Subsection 205.7(b).

2. Hours. To better serve the operational needs of the plant, we propose to establish two shifts to handle the PBX Operator duties as follows: 7:00 am. to 3:30 p.m. day shift, 3:30 p.m. to 11:30 a.m. (exclusive) swing shift.

The day-shift position will be staffed with a Routine Plant Clerk and the swing shift will be filled by the Utility Clerk described above.

If you are in accord with the foregoing and attachments 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. Bonbright*  
 Manager of Industrial Relations

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

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

*May 6*, 1987

By *Jack Kuehner*  
 Business Manager

**PG&E**

**FOR INTRA-COMPANY USES**

DIVISION OR DEPARTMENT      INDUSTRIAL RELATIONS  
 FILE NO                      741.1  
 RE LETTER OF  
 SUBJECT                      Agreement Between Company and Union

SEARCHED  
 INDEXED  
 SERIALIZED  
 FILED  
 AUG 13 1979

August 13, 1979

MR. F. C. MARKS:

Attention: Mr. G. N. Scourkes

Agreement has been reached with Union concerning the establishment of two additional Clerk-Typist D positions at Diablo Canyon Power Plant.

A copy of the signed letter agreement is attached.



GAYLAND BONBRIGHT

DJBergman(1125):rto

cc: JLShearer  
 JCCarroll  
 RHCunningham  
 AWDeLoe

*Exhibit 1*

June 20, 1979

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

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

By letter agreement dated February 14, 1979, a Clerk-Typist D classification was established at Diablo Canyon Power Plant primarily to handle the NRC requirements, which require heavy typing and control of related documents and drawings. At this time, Company has determined that due to additional workload, it is necessary to establish two additional Clerk-Typist D positions.

Pursuant to Exhibit F of the Clerical Labor Agreement, Company proposes to establish two Clerk-Typist D positions at Diablo Canyon Power Plant. Attached is a job assignment questionnaire outlining the duties in detail. For the purposes of Title 18 - Job Bidding, Promotion and Transfer and Title 19 - Demotion and Layoff Procedures, this classification will be considered in the operating lines of progression outlined in Exhibit A of the Clerical Labor Agreement, Lines of Progression, Division Clerical Departments.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By s/I. W. Bonbright  
Manager of Industrial Relations

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

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

August 9, 1979

By s/Dean Cofer  
Business Manager

# JOB ASSIGNMENT QUESTIONNAIRE

June 20, 1977

Your Name:

Department - Division

Stm. Elec. Gen. - Coast Valleys

Job Title:

Clerk-Typist D

## BASIC RESPONSIBILITY

Write a brief statement of what you consider the over-all purpose of your job to be.

Responsible for routine typing, filing and reproduction work.  
Entering data into records management system using CRT Terminal  
and operating microfilming unit.

## SPECIFIC DUTIES

1. Describe in an orderly series of statements the duties which you perform, beginning with the most important ones. Indicate in the right-hand margin the amount of time spent on each duty. This time can be expressed in hours per day, hours per month, percent of total time, or in any other appropriate manner.
2. List any basic and/or subsidiary records you are responsible for keeping, and indicate their use.
3. List any reports which you prepare, and indicate their use and frequency of preparation.
4. Indicate the nature of any special projects assigned to you within the last year.

SPECIFIC DUTIES	AMOUNT OF TIME
1. Filing - Plant central and satellite files. Record storage vaults and drawing control.	20%
2. Reproduction work utilizing: <ul style="list-style-type: none"> <li>a. Xerox copy machine</li> <li>b. OCE 35mm printer viewer</li> <li>c. Kodak 16mm printer viewer</li> </ul>	20%
3. Typing - Routine reports and procedures	25%
4. CRT Computer Terminal: <ul style="list-style-type: none"> <li>a. Indexing documents and drawings for input into records management system.</li> <li>b. Entering data into records management system by typing information on CRT.</li> </ul>	25%
5. Operate microfilming unit.	5%
6. Miscellaneous clerical duties - i.e., answer telephones, replace books in library.	5%

CONTACTS WITH THE PUBLIC

- 1) Describe the nature and extent of your direct business contacts with the public, if any (exclude written contact).
- 2) Give examples.
- 3) Approximately what percent of your time do you spend in the direct contacts described in Number (1) above?

None.

DIRECTIONAL RESPONSIBILITY

- 1) If you are assigned directional responsibility over the work of others, what is the nature of this responsibility?
- 2) How many employees are you assigned directional responsibility for?
- 3) What percentage of your time is spent in actively directing their work?

None.

RESPONSIBILITY FOR CASH

(This responsibility involves items readily convertible to cash. For example, a blank check is readily convertible, but tools and equipment are not.)

- 1) Are you assigned responsibility for the protection of Company money or negotiable instruments?
- 2) If so, what is the average dollar amount that you handle at any one time as a normal part of your regular daily assignments?
- 3) What percentage of your time is spent handling these responsibilities?
- 4) How long would an error causing financial loss normally go undetected?

None.



INTERNAL CONTACTS

- 1) Describe the nature and extent of your direct business contacts with other employees in the Company outside of your department.
- 2) Give examples.
- 3) What percentage of your time do you spend in the contacts described in Number (1) above?

Receive telephone calls from Company employees in plant requesting copies of drawings and procedures.

Contact with plant employees to receive direction for typing and input information for records management system.

Contact with records management (Q A) dept. regarding records management system.

JOB TRAINING

(In determining the time required to learn the job, assume that the employee has adequate prior experience in similar lines of work, if required.)

1) (To be answered by the employee.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position?  
(Consider both specific vocational training and on-the-job training.)

2) (To be answered by the supervisor.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position?  
(Consider both specific vocational training and on-the-job training.)

Two to four weeks.

**JOB ASSIGNMENT QUESTIONNAIRE**

May 1, 1986

Your Name:  
Vacant

Department - Division  
Nuclear Power Generation/General Services  
Diablo Canyon Power Plant

Job Title:

Utility Clerk

**BASIC RESPONSIBILITY**

Write a brief statement of what you consider the over-all purpose of your job to be.

The over-all purpose of this position is to receive, route, and place outgoing and incoming telephone calls and fill supply orders. In addition, the operator may be asked to send telecopies, operate the paging equipment, place overtime meal requests, sort mail, and photocopy documents.

**SPECIFIC DUTIES**

1. Describe in an orderly series of statements the duties which you perform, beginning with the most important ones. Indicate in the right-hand margin the amount of time spent on each duty. This time can be expressed in hours per day, hours per month, percent of total time, or in any other appropriate manner.
2. List any basic and/or subsidiary records you are responsible for keeping, and indicate their use.
3. List any reports which you prepare, and indicate their use and frequency of preparation.
4. Indicate the nature of any special projects assigned to you within the last year.

**SPECIFIC DUTIES**

**AMOUNT OF TIME**

1. Specific duties

- Receive, route, and place outgoing and incoming telephone calls 25%
- Operate paging equipment 6%
- Operate telecopier equipment 3%
- Place overtime meal requests 3%
- Fill supply orders 50%
- Photocopy 12%
- Sort mail 1%

2. Records

- Telecopier log. Used to verify receipt and transmission of telecopies
- Overtime meal request record - these records are used to verify invoices from the restaurant vendor.

*Exhibit 3*

**SPECIFIC DUTIES (Cont'd)**

**AMOUNT OF  
TIME**

3. Reports - N/A

4. Special Projects - N/A

(If space is insufficient, continue on blank paper)

Who is your immediate supervisor?

CONTACTS WITH THE PUBLIC

- 1) Describe the nature and extent of your direct business contacts with the public, if any (exclude written contact).
- 2) Give examples.
- 3) Approximately what percent of your time do you spend in the direct contacts described in Number(1) above?

Contact with the public is limited to receiving incoming telephone calls. Forty percent of incoming calls are from off-site.

DIRECTIONAL RESPONSIBILITY

- 1) If you are assigned directional responsibility over the work of others, what is the nature of this responsibility?
- 2) How many employees are you assigned directional responsibility for?
- 3) What percentage of your time is spent in actively directing their work?

N/A

### RESPONSIBILITY FOR CASH

(This responsibility involves items readily convertible to cash. For example, a blank check is readily convertible, but tools and equipment are not.)

- 1) Are you assigned responsibility for the protection of Company money or negotiable instruments?
- 2) If so, what is the average dollar amount that you handle at any one time as a normal part of your regular daily assignments?
- 3) What percentage of your time is spent handling these responsibilities?
- 4) How long would an error causing financial loss normally go undetected?

This position is responsible for a \$25.00 change fund. The fund is accessed daily during the processing of meal orders.

INTERNAL CONTACTS

- 1) Describe the nature and extent of your direct business contacts with other employees in the Company outside of your department.
- 2) Give examples.
- 3) What percentage of your time do you spend in the contacts described in Number (1) above?

Business contacts with employees outside the departments are limited to telephone contact, meal orders, and requests for information.

Twenty-five percent of this job involves internal contacts.



JOB TRAINING

(In determining the time required to learn the job, assume that the employee has adequate prior experience in similar lines of work, if required.)

- 1) (To be answered by the employee.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position?  
(Consider both specific vocational training and on-the-job training.)

One week.

- 2) (To be answered by the supervisor.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position?  
(Consider both specific vocational training and on-the-job training.)

One week.

Supervisor's Comments:

Signature: \_\_\_\_\_

Date \_\_\_\_\_

DIVISION PERSONNEL DEPARTMENT

Specialized Skills and Degree of Skill Required:

GENERAL OFFICE PERSONNEL DEPARTMENT

GRADING

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Comments and Recommendations:

Signature: \_\_\_\_\_

Date \_\_\_\_\_

PACIFIC GAS AND ELECTRIC COMPANY  
**JOB ASSIGNMENT QUESTIONNAIRE**

Date:

May 1, 1986

Your Name:

Vacant

Department - Division

Nuclear Power Generation/General Services  
 Diablo Canyon Power Plant

Job Title:

Utility Clerk

**BASIC RESPONSIBILITY**

Write a brief statement of what you consider the over-all purpose of your job to be.

Receive, route incoming/outgoing Company and U.S. mail. Develop mail route and methods of distribution. Weigh and stamp U. S. mail. Process unidentified mail.

**SPECIFIC DUTIES**

1. Describe in an orderly series of statements the duties which you perform, beginning with the most important ones. Indicate in the right-hand margin the amount of time spent on each duty. This time can be expressed in hours per day, hours per month, percent of total time, or in any other appropriate manner.
2. List any basic and/or subsidiary records you are responsible for keeping, and indicate their use.
3. List any reports which you prepare, and indicate their use and frequency of preparation.
4. Indicate the nature of any special projects assigned to you within the last year.

SPECIFIC DUTIES	AMOUNT OF TIME
1.(1) Receive and sort incoming Company mail.	6%
(2) Deliver incoming Company mail according to predetermined schedule.	44%
(3) Sort and route outgoing Company mail according to Company guidelines.	6%
(4) Receive and sort incoming U. S. mail.	6%
(5) Deliver U. S. mail in conjunction with Company mail delivery.	13%
(6) Sort, weigh, stamp, outgoing U. S. mail and deliver to Post Office for processing.	19%
(7) Identify misdirected mail and reroute.	
2. Records Kept Mail delivery schedule Mail box assignments	
3. Reports - N/A	
4. Special Projects - N/A	

SPECIFIC DUTIES (Cont'd)	AMOUNT OF TIME
<p>(If space is insufficient, continue on blank paper)</p>	
Who is your immediate supervisor?	

CONTACTS WITH THE PUBLIC

- 1) Describe the nature and extent of your direct business contacts with the public, if any (exclude written contact).
- 2) Give examples.
- 3) Approximately what percent of your time do you spend in the direct contacts described in Number (1) above?

Contact with public is limited to a single daily mail delivery to the Avila Beach Post Office.

DIRECTIONAL RESPONSIBILITY

- 1) If you are assigned directional responsibility over the work of others, what is the nature of this responsibility?
- 2) How many employees are you assigned directional responsibility for?
- 3) What percentage of your time is spent in actively directing their work?

N/A

RESPONSIBILITY FOR CASH

(This responsibility involves items readily convertible to cash. For example, a blank check is readily convertible, but tools and equipment are not.)

- 1) Are you assigned responsibility for the protection of Company money or negotiable instruments?
- 2) If so, what is the average dollar amount that you handle at any one time as a normal part of your regular daily assignments?
- 3) What percentage of your time is spent handling these responsibilities?
- 4) How long would an error causing financial loss normally go undetected?

N/A

INTERNAL CONTACTS

- 1) Describe the nature and extent of your direct business contacts with other employees in the Company outside of your department.
- 2) Give examples.
- 3) What percentage of your time do you spend in the contacts described in Number (1) above?

None except those incidental to routine mail delivery.



JOB TRAINING

(In determining the time required to learn the job, assume that the employee has adequate prior experience in similar lines of work, if required.)

- 1) (To be answered by the employee.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position?  
(Consider both specific vocational training and on-the-job training.)

One week

- 2) (To be answered by the supervisor.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position?  
(Consider both specific vocational training and on-the-job training.)

One week

Supervisor's Comments:

Signature: \_\_\_\_\_

Date \_\_\_\_\_

DIVISION PERSONNEL DEPARTMENT

Specialized Skills and Degree of Skill Required:

GENERAL OFFICE PERSONNEL DEPARTMENT

GRADING

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Comments and Recommendations:

Signature: \_\_\_\_\_

Date \_\_\_\_\_