



# LETTER AGREEMENT

## No. R4-92-65-PGE



Pacific Gas and Electric Company  
Industrial Relations Department  
201 Mission Street, 1513A  
San Francisco, California 94105  
[415] 973-3420

International Brotherhood of  
Electrical Workers, AFL-CIO  
Local Union 1245, IBEW  
P.O. Box 4790  
Walnut Creek, California 94596  
[415] 933-6060

Ronald L. Bailey, Manager or  
David J. Bergman, Director and Chief Negotiator

Jack McNally, Business Manager

June 4, 1992

Mr. Jack McNally  
Local Union No. 1245  
International Brotherhood of  
Electrical Workers  
P.O. Box 4790  
Walnut Creek, CA 94596

Attention: Dorothy Fortier

As a result of an extensive Continuous Improvement/Employee Involvement process, Company proposes to reorganize the Payroll Section.

Enclosed for your review is a summary of the current organizational structure and the proposed organizational changes (Attachment A). As part of this proposal the Payroll Section OSLE "hot line" function, which is currently part of the OSLE Analyst job responsibilities, will be transferred as part of the time reporting unit to the clerical bargaining unit. Certain positions may need to be reviewed under the Clerical Position Evaluation System since the job responsibilities are being transferred from an exempt position to a bargaining unit position.

In general, the reorganization will not affect the Section but will reduce the current six units to four.

It is not the Company's intent that this restructuring and/or job duty reassignment result in changes to the number of clerical classifications at various levels. However, the provisions of L/A #82-111 and L/A #90-43 shall apply to employees in positions to be downgraded resulting from review through the Clerical Position Evaluation System

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.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By   
Director and Chief Negotiator

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

By   
Business Manager

, 1992

**PAYROLL**

**Existing Organization:**

The Payroll Department is one section composed of six organizational units reporting directly to the department manager. Also reporting to the manager are four analysts and a secretary. Three of the four analysts have been assigned to the Phoenix Project which will replace the aging system over the next few years. The remaining analyst is responsible for OSLE. Currently, there are 68 authorized positions (including the department manager) consisting of 10 management positions, 3 non-bargaining unit clerical positions and 54 bargaining unit clerical positions.

**Organizational Units:**

**Tag & Tax Unit**

Responsible for processing payroll (yellow) tags, payroll system controls, and filing payroll taxes.

**Time Reporting Compensation Payroll Unit**

Responsible for the processing of time reporting transmittals, the reconciliation of Account 8040, and worker's compensation payroll.

**Benefit and Pension Unit**

Responsible for processing pension payroll, Long Term Disability payroll and various payroll deductions.

**Payment Unit**

Responsible for the preparation and delivery of Long Term Disability and regular payroll checks.

**Executive Payroll, Wage Assignments and Garnishment Unit**

Responsible for executive payroll and employee wage assignments and garnishments.

**ENCON Pilot Unit**

This is the pilot organization which is the model for our proposed reorganization.

To form the unit, regular payroll functions and the employees who perform those functions for ENCON were transferred from four of the six units and consolidated into the ENCON payroll unit.

This unit has become a one-stop-shop from the clients point of view in which payroll tag, time reporting, deductions, LTD and payment functions were consolidated from the four of the six functional units into one customer service focused unit.

**Proposed Organization:**

The six units in the section will be consolidated into four units.

**First and Second Units:**

Payroll Services Unit I and Payroll Services Unit II

**Third Unit:**

Responsible for payroll taxes, systems controls, reconciliations, and payroll analysis.

**Fourth Unit:**

Responsible for special payrolls (i.e., Executive, Worker's Compensation, and Pension).

# PACIFIC GAS AND ELECTRIC COMPANY AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS POSITION EVALUATION QUESTIONNAIRE FOR IBEW BARGAINING UNIT CLERICAL CLASSIFICATIONS

The objective of this questionnaire is to provide complete, accurate information about the duties assigned to this individual position and the skills required to perform those duties to ensure the position is properly classified. The questionnaire is designed to be completed by an employee and reviewed by a supervisor. A User's Manual is available to assist you in completing this questionnaire. Respond only for the position being evaluated. Please print all your responses.

Employee Name Wade, James E. Date \_\_\_\_\_  
Last First Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - 0866 Employment Date 04 / 06 / 65

Classification Title Senior Accounting Clerk I

Division Corporate Services Headquarters 77 Beale Street

Department Payroll Section \_\_\_\_\_ Unit Special Payrolls

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of Lead Person (if any) \_\_\_\_\_

**SECTION I** If equipment operation is required for the performance of the position's duties, indicate with a (✓) check mark.

- |  |   |
|--|---|
| a. Teleprocessor <input type="checkbox"/>      | g. Dictaphone <input type="checkbox"/>                |
| b. Computer Terminal <input type="checkbox"/>  | h. Typewriter <input type="checkbox"/>                |
| c. Personal Computer <input type="checkbox"/>  | Typewriter: 50 wpm+ <input type="checkbox"/>          |
| d. Telephone <input type="checkbox"/>          | i. Microfiche Viewer <input type="checkbox"/>         |
| e. Word Processor <input type="checkbox"/>     | j. Bill Processing Equipment <input type="checkbox"/> |
| f. Calculator/Ten Key <input type="checkbox"/> | k. Other _____ <input type="checkbox"/>               |

**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Establish and control Long Term Disability Payroll for approximately 1,000 disabled employees.

Assist Senior Accounting Clerk II with Pension Payroll.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

Many duties have been described by Benchmark Duty Statements. A list of the Benchmark Duty Statements is included in the User's Manual. Review this list and select only those Benchmark Duty Statements which completely and accurately describe the duties of the position.

For duties that are not described by a Benchmark Duty Statement, write a new duty statement using the same style as the Benchmark Duty Statements. Begin the statement with an action word as found in the Action Word List in the User's Manual. Completely and accurately describe the entire duty, not tasks which are a part of the duty. Where a report or form is used, describe its use and the action you perform. Do not use abbreviations or form numbers.

Duties:

ID No.	Statement
1. <u>10087</u>	<u>Process payroll change tags to establish pay file for disabled employees to ensure monthly disability payments.</u>
2. <u>10011</u>	<u>Establish and maintain pay file so that Voluntary Wage Benefit offsets are processed each month against monthly payments.</u> <u>Answer all LTD telephone inquiries.</u>
3. <u>10027</u>	<u>Issue T-Checks when authorized, for Long Term Disability and Social Security adjustments.</u>
4. <u>10087</u>	<u>Mail out Direct Deposits each month.</u>
5. <u>10011</u>	<u>Process billing adjustments each month.</u>
6. <u>10087</u>	<u>Assist Sr. Accounting Clerk II with Pension Payroll processing functions.</u>
7. <u>10087</u>	<u>Assist Senior Accounting Clerk II with <sup>PENSION PAYROLL</sup> telephone inquiries.</u>
8. _____	
9. _____	
10. _____	

**PACIFIC GAS AND ELECTRIC COMPANY AND  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
POSITION EVALUATION QUESTIONNAIRE  
FOR IBEW BARGAINING UNIT CLERICAL CLASSIFICATIONS**

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Employee Name Skinner, Wilberta Date 6/92  
Last First Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor

Social Security Number \_\_\_\_\_ Employment Date 1/1

Classification Title Acctg. Clerk

Division \_\_\_\_\_ Headquarters \_\_\_\_\_

Department Payroll Section \_\_\_\_\_ Unit \_\_\_\_\_

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor PT Fee

Name of Lead Person (if any) \_\_\_\_\_

**SECTION I** If equipment operation is required for the performance of the position's duties, indicate with a (✓) check mark.

- |                       |                                     |                              |                          |
|-----------------------|-------------------------------------|------------------------------|--------------------------|
| a. Teleprocessor      | <input type="checkbox"/>            | g. Dictaphone                | <input type="checkbox"/> |
| b. Computer Terminal  | <input type="checkbox"/>            | h. Typewriter                | <input type="checkbox"/> |
| c. Personal Computer  | <input checked="" type="checkbox"/> | Typewriter: 50 wpm+          | <input type="checkbox"/> |
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**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Premiums (rubber gloves, CDLFA), certifications, OLPA  
other duties as assigned.

Part time benefits adjustment

OTHER DUTIES AS ASSIGNED

**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

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Duties:

ID No.	Statement
1. <u>NEW</u>	<u>Rubber gloving</u>
2. <u>NEW</u>	<u>CDLA - CALIF DRIVER'S LICENSE ADDENDUM</u>
3. _____	<u>PART TIME BENEFIT ADJUSTMENT</u>
4. _____	<u>ON LINE PAYROLL AUTHORIZATION</u>
5. _____	<u>CERTIFICATIONS - LAW DEPT, SOCIAL SECURITY ADMINISTRATION, OTHER OUTSIDE AGENCIES</u>
6. <u>10143</u>	<u>OPERATE PERSONAL COMPUTER TO ENTER BASIC DATA &amp;/OR PRINT SIMPLE REPORTS</u>
7. _____	
8. _____	
9. _____	
10. _____	

**PACIFIC GAS AND ELECTRIC COMPANY AND  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
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Employee Name Wong Harriett Date 6/92  
Last First Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor

Social Security Number \_\_\_\_\_ Employment Date 1 1

Classification Title Sr. Acctg Clerk II

Division \_\_\_\_\_ Headquarters \_\_\_\_\_

Department PAYROLL Section \_\_\_\_\_ Unit \_\_\_\_\_

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor P. T. Fee

Name of Lead Person (if any) \_\_\_\_\_

**SECTION I** If equipment operation is required for the performance of the position's duties, indicate with a (✓) check mark.

- |                       |                                     |                              |                                     |
|-----------------------|-------------------------------------|------------------------------|-------------------------------------|
| a. Teleprocessor      | <input type="checkbox"/>            | g. Dictaphone                | <input type="checkbox"/>            |
| b. Computer Terminal  | <input type="checkbox"/>            | h. Typewriter                | <input type="checkbox"/>            |
| c. Personal Computer  | <input checked="" type="checkbox"/> | Typewriter: 50 wpm+          | <input type="checkbox"/>            |
| d. Telephone          | <input checked="" type="checkbox"/> | i. Microfiche Viewer         | <input checked="" type="checkbox"/> |
| e. Word Processor     | <input type="checkbox"/>            | j. Bill Processing Equipment | <input type="checkbox"/>            |
| f. Calculator/Ten Key | <input checked="" type="checkbox"/> | k. Other _____               | <input type="checkbox"/>            |

**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Reconciliation of various accounts, control input document calendar & journal entry numbers.

DEC Billing BLS Reports.

OTHER DUTIES AS ASSIGNED



**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

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Duties:

ID No.	Statement
1.	CONTROL INPUT DOCUMENT CALENDAR
2.	RECONCILIATION OF 8040, 8166, 6847
3.	10020 D&C BILLINGS
4.	GENERAL ORDER 77 - Annual Report <sup>dl</sup> 75, 117
5.	10104 CONTROL JOURNAL ENTRY NUMBERS
6.	
7.	
8.	
9.	
10.	

# PACIFIC GAS AND ELECTRIC COMPANY AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS POSITION EVALUATION QUESTIONNAIRE FOR IBEW BARGAINING UNIT CLERICAL CLASSIFICATIONS

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Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employment Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Classification Title Accounting Clerk - Payroll Clerk

Division General Office Headquarters 77 Beale Street

Department Payroll Section \_\_\_\_\_ Unit \_\_\_\_\_

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of Lead Person (if any) \_\_\_\_\_

**SECTION I** If equipment operation is required for the performance of the position's duties, indicate with a (✓) check mark.

- |                       |                                     |                              |                                     |
|-----------------------|-------------------------------------|------------------------------|-------------------------------------|
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| c. Personal Computer  | <input checked="" type="checkbox"/> | Typewriter: 50 wpm+          | <input type="checkbox"/>            |
| d. Telephone          | <input checked="" type="checkbox"/> | i. Microfiche Viewer         | <input checked="" type="checkbox"/> |
| e. Word Processor     | <input type="checkbox"/>            | j. Bill Processing Equipment | <input type="checkbox"/>            |
| f. Calculator/Ten Key | <input checked="" type="checkbox"/> | k. Other _____               | <input type="checkbox"/>            |

**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Control, review and adjust data for pay processing. Monitor timeliness for pay  
closing and supplemental check processing.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

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Duties:

ID No.	Statement
1. 10086	Process daily payroll transmittals for Key punch and monitor transmittal reports.
2. 10077	Check batch input for keypunch accuracy.
3. 10061	Correct Exception time and adjust and calculate pay by corrected transmittal process and send to keypunch.
4. 10095	Batch file maintenance daily for processing.
5. 10073	Analyze pay reports to correct errors.
6. 10029	Answer division questions regarding Payroll transmittals.
7. 10075	Correct file maintenance errors and/or rejects for pay calculation.
8. 10014	Prepare pay adjustment related to transmittal.
9. 10022	Process forms for transmittal change and Alternate Work Schedule.
10. 10095	Prepare documents for Supplemental Checks for off-cycle processing.
11. _____	Respond to OSLE/Time reporting questions.
12. _____	Verify and distribute daily payroll reports to appropriate personnel.
13. _____	Process pay adjustments and Supplemental checks through on-line Check Writer system.

ID NO.

Statement

14. \_\_\_\_\_ Track telephone inquiries on a daily basis to ensure timeliness of response.
15. \_\_\_\_\_ Set-up and/or cancel deductions authorized by company employees.  
Job duties as assigned.
16. \_\_\_\_\_ Vacation Reduction L/A - Mail computerized report.
17. \_\_\_\_\_ Prepare Memo Checks for Trail Blazers (Back Door).
18. \_\_\_\_\_ Pay Vacation Release for employees on Leave of Absence Monthly and Non-Bargaining Unit.
19. \_\_\_\_\_ Alternate Work Schedules (9 and 10) fractional Pay-off for Holiday.
20. \_\_\_\_\_ Contract Analysis - Alternate Work Schedule.

**PACIFIC GAS AND ELECTRIC COMPANY AND  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
POSITION EVALUATION QUESTIONNAIRE  
FOR IBEW BARGAINING UNIT CLERICAL CLASSIFICATIONS**

The objective of this questionnaire is to provide complete, accurate information about the duties assigned to this individual position and the skills required to perform those duties to ensure the position is properly classified. The questionnaire is designed to be completed by an employee and reviewed by a supervisor. A User's Manual is available to assist you in completing this questionnaire. Respond only for the position being evaluated. Please print all your responses.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employment Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Classification Title Senior Accounting Clerk I - Senior Payroll Clerk

Division General Office Headquarters 77 Beale Street

Department Payroll Section \_\_\_\_\_ Unit \_\_\_\_\_

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of Lead Person (if any) \_\_\_\_\_

**SECTION I** If equipment operation is required for the performance of the position's duties, indicate with a (✓) check mark.

- |                       |                                     |                              |                                     |
|-----------------------|-------------------------------------|------------------------------|-------------------------------------|
| a. Teleprocessor      | <input type="checkbox"/>            | g. Dictaphone                | <input type="checkbox"/>            |
| b. Computer Terminal  | <input checked="" type="checkbox"/> | h. Typewriter                | <input type="checkbox"/>            |
| c. Personal Computer  | <input checked="" type="checkbox"/> | Typewriter: 50 wpm+          | <input type="checkbox"/>            |
| d. Telephone          | <input checked="" type="checkbox"/> | i. Microfiche Viewer         | <input checked="" type="checkbox"/> |
| e. Word Processor     | <input type="checkbox"/>            | j. Bill Processing Equipment | <input type="checkbox"/>            |
| f. Calculator/Ten Key | <input checked="" type="checkbox"/> | k. Other _____               | <input type="checkbox"/>            |

**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Establish and maintain employees' master file, analyze and research information to  
terminate employees, process pay adjustments through on-line Check Writer system,  
analyze and correct out of balance conditions to maintain monthly controls.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

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Duties:

ID No.	Statement
1. 10074	Answer Region/Division inquiries regarding Payroll Change Tags.
2. 10087	Analyze and process Change Tags, updated employees' Master File.
3. 10136	Prepare pay adjustments related to Payroll Change Tags.
4. 10003	Research and calculate payments for Unin Grievances, late and retroactive tags.
5. 10015	Control Progressive Wage Increases.
6. 10038	Maintain Employee Historical Data and Organization File.
7. 10047	Adjsut time and deductions on Transfers and Leaves.
8. 10077	Check batch input for keypunch accuracy.
9. 10095	Batch file maintenance for processing on a daily basis
10. 10088	Calculate pay and prepare file maintenance for manually prepared checks and time drafts, i.e., terminations, leave of absence, compensation payroll.

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Duties:

ID No.	Statement
11. 10045	Analyze, correct and balance Payroll Suspense problems with the General Ledger Account.
12. 10049	Answer Region/Division inquiries regarding payroll checks.
13. 10075	Correct file maintenance errors and/or rjects for pay calculations.
14. 10063	Reconcile and distribute EDP checks and Direct Deposit Pay Advices coordinate Bank Drafts, Stop Payments and reissues, and Petty Cash Payments when necessary.
15. _____	Track telephone inquiries on a daily basis to ensure timeliness of of response.
16. _____	Process terminations and pay adjustments trhough the on-line Check Writer System.
17. _____	Control pay for monthly nuclear premiums.
18. _____	Job duties as assigned.
19. _____	Monthly Leave of absence With/Without Pay
20. _____	Overpayment Recovery - Formal Process

**PACIFIC GAS AND ELECTRIC COMPANY AND  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
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Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Last      First      Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employment Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Classification Title Senior Accounting Clerk II - Payroll Control Clerk

Division General Office Headquarters 77 Beale Street

Department Payroll Section \_\_\_\_\_ Unit \_\_\_\_\_

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of Lead Person (if any) \_\_\_\_\_

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- |                       |                                     |                              |                                     |
|-----------------------|-------------------------------------|------------------------------|-------------------------------------|
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| b. Computer Terminal  | <input checked="" type="checkbox"/> | h. Typewriter                | <input type="checkbox"/>            |
| c. Personal Computer  | <input checked="" type="checkbox"/> | Typewriter: 50 wpm+          | <input type="checkbox"/>            |
| d. Telephone          | <input checked="" type="checkbox"/> | i. Microfiche Viewer         | <input checked="" type="checkbox"/> |
| e. Word Processor     | <input type="checkbox"/>            | j. Bill Processing Equipment | <input type="checkbox"/>            |
| f. Calculator/Ten Key | <input checked="" type="checkbox"/> | k. Other _____               | <input type="checkbox"/>            |

**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Assign or delegate, monitor and advise on work related to employee payroll files,  
the processing of pay and the distribution of pay checks. Provide training within  
the Unit.

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**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

Many duties have been described by Benchmark Duty Statements. A list of the Benchmark Duty Statements is included in the User's Manual. Review this list and select only those Benchmark Duty Statements which completely and accurately describe the duties of the position.

For duties that are not described by a Benchmark Duty Statement, write a new duty statement using the same style as the Benchmark Duty Statements. Begin the statement with an action word as found in the Action Word List in the User's Manual. Completely and accurately describe the entire duty, not tasks which are a part of the duty. Where a report or form is used, describe its use and the action you perform. Do not use abbreviations or form numbers.

**Duties:**

ID No.	Statement
1.	Review and release T-Checks prepared on the On-Line Check Writer System.
2.	Maintain and control T-Check stock and entry log.
3.	Prepare confidential payments.
4.	Authorize Salary Advances.
5.	Compile information for tracking calls not answered within one day.
6.	Control entry of Credit Memos.
7. 10104	Prepare journal entries for requested accounting.
8.	Provide training within the Unit.
9. 10140	Assign or delegate, monitor and advice on the following work performed in the Unit: daily errors and memos, weekly pay processing errors and memos, tag count and distribution, weekly after pay upload reports, terminations and pensions, payroll suspense errors, off-cycle pay processing, check mailing lists.

# PACIFIC GAS AND ELECTRIC COMPANY AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS POSITION EVALUATION QUESTIONNAIRE FOR IBEW BARGAINING UNIT CLERICAL CLASSIFICATIONS

The objective of this questionnaire is to provide complete, accurate information about the duties assigned to this individual position and the skills required to perform those duties to ensure the position is properly classified. The questionnaire is designed to be completed by an employee and reviewed by a supervisor. A User's Manual is available to assist you in completing this questionnaire. Respond only for the position being evaluated. Please print all your responses.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Last                      First                      Middle

Questionnaire Completed by: Incumbent \_\_\_\_\_ Upgraded Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employment Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Classification Title Utility Clerk

Division General Office Headquarters 77 Beale Street

Department Payroll Department Section \_\_\_\_\_ Unit \_\_\_\_\_

Years/Months in this Classification \_\_\_\_\_ Years/Months in this Department \_\_\_\_\_

Years/Months in this Section \_\_\_\_\_ Unit \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of Lead Person (if any) \_\_\_\_\_

**SECTION I** If equipment operation is required for the performance of the position's duties, indicate with a (✓) check mark.

- |   |  |
|---|--|
| a. Teleprocessor <input type="checkbox"/>                 | g. Dictaphone <input type="checkbox"/>                   |
| b. Computer Terminal <input checked="" type="checkbox"/>  | h. Typewriter <input checked="" type="checkbox"/>        |
| c. Personal Computer <input checked="" type="checkbox"/>  | Typewriter: 50 wpm+ <input type="checkbox"/>             |
| d. Telephone <input checked="" type="checkbox"/>          | i. Microfiche Viewer <input checked="" type="checkbox"/> |
| e. Word Processor <input type="checkbox"/>                | j. Bill Processing Equipment <input type="checkbox"/>    |
| f. Calculator/Ten Key <input checked="" type="checkbox"/> | k. Other _____ <input type="checkbox"/>                  |

**SECTION II** Please briefly summarize the basic responsibility/purpose of the position. Specific duty statements are to be listed in the next section.

Control and maintain General Construction re-routes and mailing of checks/pay  
advices. Maintain miscellaneous job duties according to daily schedule.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III** List the position's duties on scratch paper before completing the questionnaire. List only those duties which are assigned to the position (ten duties or less). Rank these duties in order of importance and write them on the questionnaire in that order. To determine the order of importance consider the duty's priority and your degree of accountability for satisfactory performance of the duty as compared to your other duties. The amount of time spent in performing a duty does not determine order of importance.

Many duties have been described by Benchmark Duty Statements. A list of the Benchmark Duty Statements is included in the User's Manual. Review this list and select only those Benchmark Duty Statements which completely and accurately describe the duties of the position.

For duties that are not described by a Benchmark Duty Statement, write a new duty statement using the same style as the Benchmark Duty Statements. Begin the statement with an action word as found in the Action Word List in the User's Manual. Completely and accurately describe the entire duty, not tasks which are a part of the duty. Where a report or form is used, describe its use and the action you perform. Do not use abbreviations or form numbers.

**Duties:**

ID No.	Statement
1. 10069	Control General Construction check re-routes, distribute General Construction checks, batch, file maintenance.
2. 10077	Check batch input for keypunch accuracy.
3. 10095	Batch file maintenance daily for processing.
4. 10063	Reconcile and distribute EDP and manual checks and direct deposit pay advances for General Construction.
5. 10049	Answer division inquiries regarding payroll checks.
6. 10026	Receive, log, and distribute mail.
7. 10016	File payroll documents.
8. _____	Pull checks from Banking for cancellation and "Special Handle"
9. _____	Prepare file maintenance for cancellation of Direct Deposit.
10. 10095	Batch file maintenance for Human Resources Departments and Radiation Exposure for Diablo and Humboldt Bay Power Plants.
11. 10109	Mail out Reports for Employees Terminating with Radiation Exposure. Batch Address Change Request and/or Tag for regular payroll.
12. _____	Process W-4 Forms.
13. 10146	Miscellaneous typing.
14. _____	Deliver file maintenance to Keypunch.
15. _____	Deliver checks to Banking.
16. _____	Have Weekly Pay Advices Strip and Burst by COD

I.D.No.

Statement

17. \_\_\_\_\_ Have Monthly Pay Advices inserted in envelopes by Mail Processing.
18. \_\_\_\_\_ Batch PRP Journal Entry Forms and deliver to the 7th Floor.
19. \_\_\_\_\_ Track telephone inquiries on a daily basis to ensure timeliness of response.

Job duties as assigned.