

Bulletin

5-1-78
188
205.11

PACIFIC GAS AND ELECTRIC COMPANY EMPLOYEE TESTING POLICY ON TRANSFERS TO ENTRY-LEVEL CLASSIFICATIONS AS REVISED 5-1-78 (1,2,3)

Testing Status of Employee	Clerical to Physical (4)	Physical to Clerical (5,6,7)	Clerical to Clerical (5,6,7)	Physical to Physical (4,
Never Tested:				
T/A or summer employee to regular status	Physical battery	Clerical battery	Clerical battery	Physical batte
Employee in clerical job with no clerical function	Physical battery	-	Clerical battery	-
Other	Physical battery	Clerical battery	Test requirement fulfilled	Test requireme fulfilled
Took six test Clerical battery	Physical battery	Test requirement fulfilled if passed; clerical battery otherwise	Test requirement fulfilled	-
Took ten test Physical battery	Test requirement fulfilled if passed; clerical battery otherwise	Clerical battery	-	Test requireme fulfilled
Took current Clerical battery	EAS #5 - Space Visualization (unless passed)	PRI Name Comparison test (unless passed)	Test requirement fulfilled	-
Took current Physical battery	EAS #5 - Space Visualization (unless passed)	PRI Name Comparison test (unless passed)	-	Test requireme fulfilled

Notes

- (1) Total of two attempts permitted on PRI Name Comparison Test, EAS #2 and EAS #5 with minimum three month separation between attempts.
- (2) Materialsman is a clerical job and Mapper and Estimator are physical jobs in this table
- (3) Consult Standard Practice 712-1 for special testing programs in effect for the following classifications - Terminal Operator, Building Services Helper, Operators hired into Nuclear Power Plants.
- (4) Candidates for the Operator-In-Training classification must qualify on the ACT test.
- (5) EAS #2 score must be 27 or higher for transfers to Meter Reader.
- (6) Administer typing and shorthand tests whenever appropriate.
- (7) Tests are not required for clerical jobs having no clerical function.
- (8) Do not test employees who bid down in same line of progression.
- (9) G.C. - to - Division transfers must qualify on preemployment tests.