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From Division or Department INDUSTRIAL RELATIONS

FILE NO. 741.

RE LETTER OF

SUBJECT Skills Requirements for Routine
and First Plant Clerk Classifications

To Division or Department

May 26, 1983

DIVISION PERSONNEL MANAGERS

- | | |
|------------------------|---------------|
| MESSRS. L. C. BEANLAND | R. D. MANNING |
| G. L. CLERK | W. K. SNYDER |
| E. M. CONWAY | C. SOUTHARD |
| G. W. CRYER | C. P. TAYLOR |
| H. E. HABERMAN | C. E. WELTE |

This letter cancels and supersedes our letter of May 16, 1983 on the same subject. Please note in paragraph 4 below the change of the appropriate typing requirement from 25 wpm to 35 wpm.

Recent discussions with the Union have resulted in changes in computer acknowledgements for the above classifications.

In view of the language contained in the job description for First Plant Clerk, it has been determined that it is inappropriate to acknowledge prebids from employees to that classification with requirements for shorthand and typing skills. The language of Exhibit IV-B states:

"May be required to type accurately with reasonable speed."

The only reference to a shorthand requirement is in the job description for the Routine Plant Clerk, which states:

"...may be required to learn shorthand prior to promotion to First Plant Clerk."

It should also be noted that none of the other classifications listed as "next lower" and "same or higher" to the First Plant Clerk classification make reference to a shorthand requirement prior to promotion. It is, therefore, recommended that when making an award to fill a vacancy in this classification, the actual skills requirements be carefully considered along with knowledge of the job before an award or bypass is made and each vacancy be evaluated individually on that basis. It should be remembered, however, that where shorthand (80 wpm) is a requirement of the job, 50 wpm is the required typing skill. In all other instances where typing is a necessary skill, 35 wpm is the appropriate requirement based on what is considered "reasonable speed and accuracy."

Also, Company and Union have agreed to the inclusion of "35 wpm" in the job description for the Routine Plant Clerk.

On the basis of the above, effective immediately, computer acknowledgements will be as follows:

Routine Plant Clerk
Clerical Pre-employment Test
35 wpm typing

First Plant Clerk
See Exhibit VI-B in LOP



I. WAYLAND BONBRIGHT

DMSpingola(3420):ldb

cc: RHCunningham
EMSchroeder
MAMederos, IBEW ✓