

**PG and E**

**FOR INTRA - COMPANY USES**

DIVISION OR  
DEPARTMENT  
FILE No.  
RE LETTER OF  
SUBJECT

INDUSTRIAL RELATIONS  
741.5

Review Committee File No. 1107  
General Construction Grievances Nos.  
D.Gr/C 3-70-21 and D.Gr/C 3-70-22  
Classification of W. Marshbank and J. Ashley

February 24, 1972

MR. M. H. CHANDLER, Chairman  
General Construction  
Joint Grievance Committee

The above-subject grievances were discussed by the Review Committee at its last meeting. The grievances are being returned to your Committee for further discussion and effort to resolve the grievances.

It is our understanding that the Department has developed criteria that it uses in determining when assignment to Senior Field Clerk is appropriate. We believe that the Union and the Department should discuss the appropriateness of the criteria with a view to its application for settling the above grievances.

L. V. BROWN

L. V. BROWN, Chairman  
Review Committee

LVB:RS

cc: CHSedam  
IWBonbright  
JAFairchild  
HJStefanetti  
HGCooke  
LNFoss, IBEW

	LLM	
	MAW	
	JJW	
/	LNF	
	DIR	
	JKM	
	KOL	
	HMS	
	MEK	
	PMG	
	RHM	
	R/S	
	FILE	

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FEB 25 1972

LOCAL 1245, I. B. E. W.

Memorandum regarding General Discussion item on Senior Field Clerks - January 15, 1971.

SENIOR FIELD CLERK

An assignment warranting Senior Field Clerk classification should carry responsibilities as follows --

Full responsibility for handling all phases of field clerical and administrative duties such as but not limited to --

- Writing and processing Contracts
- Acting as coordinator with Division and other Departments
- Accurate and complete accounting of job costs
- Application of Union Contract provisions
- Analyzing construction blueprints or drawings for ordering and clerical allocation of material
- Thorough working knowledge and identification of maintenance, operating, and capital costs
- Establishing and operating, organizing and directing a field office clerical force as required
- Assignments requiring specialized training such as supervision of payroll work in a Processing Center, etc.

This responsibility may be required --

- In a General Foreman's office
- In a Processing Center
- On a single Project or large GM
- In a field headquarters covering long range requirements for various types of construction

Decisions, as to whether the responsibilities of an assignment justify a Senior Field Clerk classification, are made after due consideration is given to responsibilities of comparative assignments, work load and, as in the case of a General Foreman's clerk, after discussion with physical supervision as to how much administrative responsibility the General Foreman will retain for himself and how much he wishes to place on his clerk.

Up until the present time it has been our policy not to demote a Senior Field Clerk except for disciplinary reasons or his inability to handle his assignment. During the recent work reduction in General Construction, there was not a single Senior Field Clerk demoted, due to lack of work; although many were given assignments normally requiring only the Field Clerk classification.

On the other hand an assignment filled by a Field Clerk might temporarily approach responsibilities and work load normally warranting a Senior Field Clerk classification, but this has not been considered sufficient to warrant a permanent change in classification. The full responsibilities for such an assignment would rest with physical supervision or Field Office Operations supervision until --

- Responsibilities or work load is reduced,
- A Senior Field Clerk is made available, or
- A change of classification is given to the qualified Field Clerk with most seniority at the top of the classification.