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# PACIFIC GAS AND ELECTRIC COMPANY

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

June 30, 1967

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
1918 Grove Street  
Oakland, California 94612

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

In accordance with Section 18.16 of the Agreement dated July 1, 1953, and as a result of the discussions held in the last several months, Company proposes the attached Titles 18 and 19 and Exhibit A be included in the Agreement dated July 1, 1953, as amended, and that Exhibit B be deleted.

We propose that the effective date of the new Titles 18 and 19 and the changes in Exhibits A and B be September 24, 1967, provided that the administrative arrangements can be completed by such date, and that vacancies occurring on or after that date be filled under the new procedure.

If you are in accord with the foregoing and the 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 V. J. Thompson  
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

July 1, 1967

By Ronald T. Weakley  
Business Manager

185a

REVISION OF  
TITLE 18, TITLE 19 AND  
EXHIBITS A AND B  
OF THE CLERICAL AGREEMENT

JUNE 1967

TITLE 18. JOB BIDDING, PROMOTION AND TRANSFER

~~Shall be amended to read as follows (effective September 24, 1967):~~

18.1(a) The provisions of this Title shall be interpreted and applied in a manner consistent with the parties' purpose and intent in negotiating the job bidding and promotion procedure contained herein, namely that when an employee is qualified by knowledge, skill and efficiency and is physically able to perform the duties of a job, the employee with the earliest employment date shall receive preference in accordance with the sequence of consideration outlined in Section 18.8 for an appointment to fill a vacancy, and that the Company shall endeavor to expedite the filling of job vacancies.

(b) As used in this Title, "employment date" means the latest date on which an employee began a period of employment with Company which has been uninterrupted by layoff for more than one year, or by termination of employment for any other reason.

(c) Under this Title a regular employee will be considered for promotion or transfer on the basis of his employment date and qualifications. It is the intent of the parties that the establishment of lines of progression shall not operate to impede an employee's advancement unreasonably. The parties recognize that experience and training in the duties of a job which is vacant are important elements to be considered in determining an employee's qualifications therefor. In filling a vacancy in a clerical or office classification in the collective bargaining unit described in Section 2.1, Company shall observe the provisions of Section 18.6 or Section 18.8 and in so doing shall give effect to the above stated purpose and intent. Any alleged arbitrary or discriminatory disregard of this policy shall be subject to review under the grievance procedure.

18.2(a) A probationary employee shall not be entitled to consideration under the provisions of this Title or Title 19.

(b) For bidding from a beginner's classification as noted in Subsection 18.5(c), or from a classification which is considered together with a beginner's classification as noted in the Line of Progression, a regular full-time employee who has transferred from one Line of Progression to another shall not be entitled to consideration under the preferential sequence of Subsections 18.8(b) and (c) until he has worked a combined total of six (6) months in such classifications in the Line of Progression to which he transferred.

18.3(a) Whenever a vacancy occurs in any job classification, Company may temporarily fill it by assignment. In making temporary assignments to fill job vacancies, other than vacancies in beginner's classifications, Company shall first consider regular full-time employees at the headquarters in which the job vacancy exists in the order of their preferential consideration under Section 18.8. The foregoing shall apply whether or not the vacancy is one which must be filled on a regular basis.

(b) As used in this Title, a "Line of Progression" means a grouping of office and clerical job classifications within a Division or Department into a normal line of progression sequence from one classification to another.

(c) Attached hereto, made a part hereof, and marked Exhibit A, is a listing of the Clerical Lines of Progression for the Divisions and Departments, setting forth the Lines of Progression for the classifications as referred to in Title 2, Section 2.1, of this Agreement.

(d) Additional Lines of Progression may be established and the existing Lines of Progression may be modified or eliminated by agreement between Company and Union.

18.4 Only a regular full-time employee of Company whose bid is entitled to preferential consideration under Subsections 18.8(a) and (b) may submit by United States mail on a form provided by Company a prebid in anticipation of a job vacancy occurring in any existing classification and headquarters for which he desires consideration. Company need not consider any prebid which was post-marked less than eight (8) calendar days prior to the date of posting an award to fill a job vacancy in the classification and headquarters on which the prebid was made. Company, without rejecting the bid, will notify in writing an employee who submits a prebid, hereunder, of any known reason which might preclude his filling the classification on which he has prebid, including information regarding testing programs which must be completed. Company shall not be obligated to acknowledge or consider a prebid that does not meet the requirements of this section.

18.5(a) In making an appointment to fill a vacancy in a beginner's classification or in a regularly scheduled part-time job, Company shall give preferential consideration in the order of sequence provided in Section 18.8 to regular employees who have previously requested in writing a transfer to fill such vacancy, but Company may nevertheless reject the request of any employee who does not possess the ability to perform the duties of such classification and who has not demonstrated the qualifications required to progress in the Line of Progression of the classification which is vacant. If the vacancy is not filled as herein provided, Company may then fill it at its discretion.

(b) Any employee aggrieved by Company's application and interpretation of Subsection 18.5(a) in filling a vacancy in a beginner's classification may thereon invoke the grievance procedure of this Agreement, except that such a grievance shall not be submitted to arbitration.

(c) The following classifications shall be considered as beginner's classifications and shall not be subject to the bidding provisions of this Title:

Clerk D  
Meter Reader  
Apprentice Key Punch Operator  
Machine Operator B  
Telephone PBX Operator B  
Stenographer C  
Typist A

(d) By written agreement between Company and Union, this list of beginner's classifications may be changed.

18.6 When a vacancy occurs in a clerical or office classification, Company may fill it in its discretion by assignment, provided that the employee who is assigned is within the Line of Progression and the Division in which the vacancy occurs, and is either in the same classification as that in which the vacancy occurs or is in a classification having an identical, scheduled wage rate. Successive vacancies created by such assignment may be filled in like manner. If any vacancy is not filled as provided herein, it shall be filled in accordance with the provisions of Section 18.8.

18.7(a) On the first day of each month, Company shall post throughout its system a list of all job vacancies which are in the unit described in Section 2.1 of this Agreement, not filled through the prebidding system, including vacancies which have previously been posted but which have remained unfilled for a period of three (3) months from the date last posted, and including vacancies temporarily filled by Company as provided in Subsection 18.3(a), and including new classifications at existing headquarters or any jobs at a new headquarters, but excluding temporary vacancies and vacancies in temporary or part-time jobs and in jobs in beginner's classifications.

(b) Any regular full-time employee of Company may submit by United States mail to Company a postbid on any job posted as vacant, but Company need not consider any postbid which is postmarked more than ten (10) days from the date of posting of the job on which the bid is made.

18.8 Whenever a vacancy occurs in a job classification listed in Exhibit F, which the Company intends to fill on a regular basis, preferential consideration shall be given in the following sequence to a bid submitted by any regular employee who is in a classification listed in Exhibit F, including those outside the bargaining unit and those classifications listed in Exhibit A:

(a) Bids made by employees who are entitled to preferential consideration in the following order - first under Section 19.7 and second under Section 18.10.

(b) Bids made by regular employees in the Division and in the Line of Progression in which the vacancy exists who are:

in the same classification as defined in Exhibit A, "Clerical Lines of Progression," as that in which the job vacancy exists, or

in classifications which are higher thereto, or

at the top rate of pay of the next lower classification, except as otherwise provided in Subsection 18.2(b).

(c) Bids made by regular employees from any other Division in the same Line of Progression who are:

in the same classification as defined in Exhibit A, "Clerical Lines of Progression," as that in which the job vacancy exists, or

in classifications which are higher thereto, or

at the top rate of pay of the next lower classification, except as provided in Subsection 18.2(b).

- (d) Bids made by regular employees in the Division in which the job vacancy exists regardless of their classification or Line of Progression.
- (e) ~~Bids made by regular employees from any other Division and from the physical bargaining unit regardless of their classification or Line of Progression.~~

18.9 When employees in the same preferential sequence as provided in Section 18.8 are each qualified by knowledge, skill, efficiency, adaptability and physical ability for appointment to a job, the bid of the employee with the earliest employment date shall be given preference for appointment.

18.10 The bid of an employee who was granted a leave of absence under the provisions of Subsection 6.2(b) and who returned to work as provided for in such leave in a classification lower than that which she filled when such leave of absence was granted shall be given preferential consideration to enable her to return to a vacancy in her former higher classification and Line of Progression.

18.11 Notwithstanding anything contained in this Title, Company may reject the bid of any employee who does not possess the knowledge, skill, efficiency, adaptability and physical ability required for the job on which the bid is made. Company may give tests to assist in determining an employee's qualifications. By written agreement, Company and Union may adopt testing programs for determining employees' qualifications for promotion. An employee's failure to pass such tests in accordance with a Company and Union-approved program shall result in the rejection of his bid without further consideration.

18.12 If Company does not within the time provided in Section 18.7 receive any bids on a job which has been posted, or does not receive a bid from an employee who possesses the qualifications set forth in Section 18.11, it may in its discretion make a final appointment to such job.

18.13 In making an appointment to fill a job vacancy in a classification involving personal contact by the employee with the public, or a technical classification, or a classification in which an employee must exercise supervisory duties, Company shall consider bids of employees submitted as herein provided, but Company may nevertheless make an appointment from among the qualified bidders to fill such vacancy on the basis of ability and personal qualifications.

18.14 When an employee is to be appointed to fill a job vacancy in preference to an employee with an earlier employment date, as provided in Section 18.9, Company shall notify Union of its decision prior to such appointment.

18.15 Notwithstanding anything contained in this Title, Company by agreement with Union may appoint to fill a job vacancy any employee who requests such appointment for reasons of urgent necessity, such as impairment of his health or that of a member of his family, or the lack of adequate educational facilities for his children in the locality in which he has been employed, provided, however, that an appointment shall not be made hereunder to a classification which has a wage rate higher than the classification of the employee who requests the transfer. For consideration under this Section, an employee shall submit to the Company, by United States mail, a letter outlining his reasons for such request. When a vacancy occurs at a location that could alleviate the employee's problem, Company and Union may agree in writing to the appointment of the employee to fill such vacancy.

18.16 Company, by written agreement with Union, may consent to an exchange of headquarters between employees in the same classification or classifications having identical, scheduled wage rates and Line of Progression without reference to the foregoing provisions of this Title.

18.17 By written agreement between Company and Union, other provisions may be substituted for the provisions of this Title.

18.18(a) At least once each month, and within an interval of not more than thirty-one (31) days, each Division of Company shall post on bulletin boards within the Division a list of all job awards made through prebids, postbids, or the application of the provisions of Section 18.6, since the last list was posted. Such list will include the job vacancy classification and headquarters, the appointed employee's name, and employment date, and the Agreement Section relied upon for the award.

(b) Company shall forward to each employee who has submitted a bid to fill a vacancy in a Division other than the one in which he has his headquarters the list of job awards which contains the award to fill the job vacancy on which he bid.

18.19 New classifications and wage rates in addition to those which appear in Exhibit F attached hereto may be established by agreement between Company and Union and Lines of Progression may also be established or modified by such an agreement. Company may establish new classifications and wage rates therefor on a temporary basis pending agreement thereon with Union.

## TITLE 19. DISPLACEMENT, DEMOTION AND LAYOFF

Shall be amended to read as follows (effective September 24, 1967):

19.1(a) The provisions of this Title shall apply in cases of:

- (1) layoff due to lack of work,
- (2) demotion due to lack of work or because of an employee's inability to perform the duties of his job,
- (3) displacement due to the return of an employee from "leave of absence" for Union business or military service, and
- (4) displacement of an employee under the provisions of this Title.

An employee's employment date shall be the determining factor in the application of this Title. For purposes of this Title and Title 18 only, employment date means the latest date on which an employee began a period of employment with Company which has been uninterrupted by layoff for more than one year, or by termination of employment for any reason.

(b) The provisions of this Title which are applicable in cases of displacement, demotion or layoff due to lack of work shall be applied in such manner as to give employees affected as much advance notice as practicable of Company's proposed action. Following such notice such employees shall, notwithstanding the provisions of Title 18, be given preferential consideration on vacancies in the same classification and wage rate under the provisions of Section 19.7 as though they had already been demoted.

19.2(a) In the application of this Title, an employee shall not be placed in a job unless he is qualified to perform the duties thereof.

(b) Section 19.3 shall not apply to any employee in a beginner's classification or in a regularly scheduled part-time job unless such employee has been demoted thereto due to lack of work.

(c) Section 19.5 shall not apply to an employee in a beginner's classification who has less than three (3) years of service.

19.3 When a regular full-time employee is displaced by reason of his job being filled by another employee or by the elimination or discontinuance of his job, Company shall endeavor to place him in another job in the same classification or in a job in any other classification having an identical, scheduled wage rate in the same Division, provided, however, that it shall not thereby displace an employee whose employment date is earlier than his own. Successive displacements may be made within such classification and Line of Progression, provided that no employee shall displace an employee whose employment date is earlier than his own.



19.4 When Company cannot place a displaced employee by the application of the foregoing Section, it shall demote him to a classification in the same Division which has the next successively lower maximum wage rate to the classification from which he is being demoted. ~~An employee shall be demoted on a step-by-step basis; that is, he shall first be demoted to a classification which has the next successively lower wage rate and, at such step, if he is subject to further demotion, the provisions of Sections 19.3 and 19.5 shall apply. If successive demotions are to be made, the same procedure shall apply at each step until the employee is either placed in another job or he is laid off. If more than one demotion is to be made, the within procedure shall first be applied to the highest classification to be affected and then to successively lower classifications.~~

19.5(a) A regular full-time employee may exercise either of the following elections in lieu of a demotion under this Title:

- (1) He may return to his last previous office or clerical job and classification provided that: 1 such job is in the Division in which he is employed; 2 he held such job for at least six months; 3 he was not demoted from such job and 4 he does not thereby displace an employee whose employment date is earlier than his own.
- (2) If in the Division in which he is employed there are one or more employees in jobs in beginner's classifications which he is qualified to perform, he may displace that employee who has the latest employment date, provided it is not earlier than his own.

(b) When Company cannot place a displaced employee under the provisions of Sections 19.3 and 19.4, and in addition, a displaced employee cannot effect an election under the provisions of Subsection 19.5(a), he may, if he has three (3) years of Company seniority, transfer on Company's system to a beginner's classification listed in Subsection 18.5(c) and displace that employee who has the latest employment date. Company shall give consideration for such a transfer in the following sequence:

- (1) The displacement of that employee with the latest employment date in the beginner's classification which has the highest maximum wage rate, but which does not have a maximum wage rate higher than the classification of the employee being considered for transfer.
- (2) The displacement of that employee with the latest employment date in successively lower maximum rate beginner's classifications.

To be considered for transfer to another location, an employee shall not more than two (2) work days after Company gives him notice of layoff, notify Company that he elects to be transferred.

19.6 If Company cannot place an employee by the application of the foregoing sections of this Title, it will lay him off for the reason of lack of work.

19.7 When an employee has been demoted under this Title for any reason other than inability to perform the duties of his job, Company shall, for the purpose of enabling such an employee to return to his former status on an accelerated basis, give preferential consideration in the following sequence to the bids made by such employees on any job vacancy:

- (a) Bids made by employees who formerly worked in such job classification and headquarters, and who were either transferred from such headquarters or demoted from such classification. An employee's bid shall not be considered under this subdivision if following his demotion or transfer he has not exercised each opportunity available to him to bid on a job in his former classification and headquarters.
- (b) Bids made by employees who formerly worked in such job classification and who were demoted therefrom.

In considering, under Subsection 19.7(a) or (b), bids received from two or more employees on the same job, Company shall give preferential consideration to the bid made by the employee who has the earliest employment date.

An employee who has been demoted or transferred under the provisions of this Title who thereafter voluntarily removes himself from the Line of Progression to which he was previously transferred or demoted shall not be given consideration under this Section.

19.8 Company shall give an employee who is to be demoted under the provisions of this Title as much notice as possible, but not less than five (5) calendar days prior to the effective date of the demotion.

19.9 When an employee is to be laid off because of lack of work, Company shall give him as much advance notice thereof as practicable, but in no event shall a regular employee be given less than ten (10) calendar days' notice of layoff, provided, however, that notice of layoff need not be given to an employee who is employed on a probationary or temporary basis.

19.10 An employee shall bear any expense incurred by him in making a move as a result of the application of this Title.

19.11 For any of the reasons enumerated in Section 19.1, Company may transfer into the collective bargaining unit described in Section 2.1 any employee outside of such unit, including any employee who is in a classification listed in Exhibit "F" and any supervisory or managerial employee, provided that such transfer is effected under the provisions set forth in this Title.

19.12 By written agreement between the Company and the Union, special provisions may be substituted for the provisions of this Title.

19.13 (Deleted 7/1/62.)

19.14 (Deleted 7/1/62.)

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EXHIBIT A  
CLERICAL LINES OF PROGRESSION  
(Revised 9/24/67)

Divisions

General Accounting Department

Customer Accounting Department

Data Processing Department

Material Control Department

LINES OF PROGRESSION  
DIVISION CLERICAL DEPARTMENTS

The tables shown below are for use in filling vacancies in the Division clerical departments. They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than, the vacant classification. The classifications listed as next lower, the same as, or higher than the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Combination classifications (e.g., Clerk-Steno C) and dual classifications (e.g., Clerk D/Meter Reader) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1

If a vacancy exists in a Clerk B classification in the Sales Department, consideration under Subsection 18.8(b) of the Agreement in order of employment date shall be given to employees classified as Clerk C, the equivalent, or higher (including combination Clerk C jobs) in the Customer Services line of progression.

Temporary Assignments

Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such department and headquarters. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Clerk B classification in the Sales Department, consideration in order of employment date shall be given to employees classified as Clerk C or equivalent in the Sales Department.

Customer Services Line of Progression

This line of progression includes such general functions as telephone switchboard operations, mail distribution and collection, Division files, reproduction, stationery, accounting, office services, new business, meter reading, meter tag posting, sales, rate analysis, telephone and counter service, credit, cashing and collection in Division, District and Local offices.

SUPERVISING CLERK B

Next Lower Classifications

Clerk A - Customer Services  
Adjuster

Same or Higher Classification

Supervising Clerk B - Customer Services

CLERK A  
ADJUSTER

Next Lower Classifications

Clerk B - Customer Services  
Head Meter Reader (14-20)  
Stenographer A - Customer  
Services

Same or Higher Classifications

Supervising Clerk B - Customer Services  
Clerk A - Customer Services  
Adjuster  
Head Meter Reader (21 or more)

CLERK B  
STENOGRAPHER A

Next Lower Classifications

Clerk C - Customer Services  
Stenographer B - Customer  
Services  
Collector  
Collector and Meter Reader  
Customer Service Clerk  
Power Surveyor  
PBX Operator A - Customer  
Services

Same or Higher Classifications

Supervising Clerk B - Customer Services  
Clerk A or B - Customer Services  
Adjuster  
Stenographer A - Customer Services  
Head Meter Reader (7 or more)

HEAD METER READER

Next Lower Classifications

Head Meter Reader (lower rate)  
Meter Reader  
Clerk B - Customer Services  
Collector  
Collector and Meter Reader

Same or Higher Classifications

Head Meter Reader (same or higher rate)  
Supervising Clerk B - Customer Services  
Clerk A - Customer Services  
Adjuster  
Power Surveyor

COLLECTOR  
COLLECTOR AND METER READER

Next Lower Classifications

Clerk C - Customer Services  
Stenographer B - Customer  
Services

Same or Higher Classifications

Supervising Clerk B - Customer Services  
Clerk A or B - Customer Services

Next Lower Classifications

Customer Service Clerk  
Meter Reader

Same or Higher Classifications

Adjuster  
Stenographer A - Customer Services  
Head Meter Reader  
Collector  
Collector and Meter Reader  
Power Surveyor

\*CUSTOMER SERVICE CLERK

Next Lower Classifications

Clerk C  
Clerk D  
Stenographer B  
Stenographer C  
Typist A  
Meter Reader  
PBX Operator A  
PBX Operator B

Same or Higher Classifications

Supervising Clerk B - Customer Services  
Clerk A or B, or Adjuster - Customer Services  
Stenographer A - Customer Services  
Head Meter Reader  
Collector  
Collector and Meter Reader  
Customer Service Clerk  
Power Surveyor

\*Successful completion of entrance examination required.

CLERK C  
STENOGRAPHER B  
PBX OPERATOR A

Next Lower Classifications

Clerk D  
Stenographer C  
PBX Operator B  
Typist A  
\*\*Meter Reader

Same or Higher Classifications

Supervising Clerk B - Customer Services  
Clerk A, B, Adjuster or Clerk C -  
Customer Services  
Stenographer A or B - Customer Services  
PBX Operator A  
Head Meter Reader  
Customer Service Clerk  
Collector  
Collector and Meter Reader  
Power Surveyor

\*\*A Meter Reader who has passed the clerical "Employment Test Battery" (see Page 19) will be considered as being at the top rate of the next lower classification 5 years after his employment date. A Meter Reader, or a Clerk D who was formerly a Meter Reader, who has passed such test battery but who has been employed by Company for less than 5 years shall receive the same consideration as a Clerk D who is not at the top rate of his wage progression.

METER READER  
CLERK D  
STENOGRAPHER C  
PBX OPERATOR B  
TYPIST A

Beginner's Classifications

Operating Line of Progression  
(Applicable to All Divisions Except San Francisco Division)

This Line of progression includes such functions as -

Division Electric Superintendent's office, Engineering, District and Local office operations as well as specialty departments such as Underground, Operating, Hydro, and Water;

Division Gas Superintendent's office, Engineering, District and Local office operations as well as specialty departments such as Transmission and Regulation, Service and Distribution;

General Services, Building, Land, Transportation and Warehouse departments.

**SUPERVISING CLERK B**

Next Lower Classification

Clerk A - Operating

Same or Higher Classification

Supervising Clerk B - Operating

**CLERK A (ELECTRIC OR COMBINATION)**

Next Lower Classifications

Clerk B - Operating  
Foreman's Clerk  
Quartermaster  
Field Clerk - Water

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A - Operating  
Senior Field Clerk (G.C.)  
Senior Hydro Clerk  
Senior Plant Clerk  
Senior Shop Clerk (G.C.)

**CLERK A (GAS OR GENERAL SERVICES)**

Next Lower Classification

Clerk B - Operating

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A - Operating  
Senior Field Clerk (G.C.)  
Senior Hydro Clerk  
Senior Plant Clerk  
Senior Shop Clerk

**CLERK B (ELECTRIC)**

Next Lower Classifications

Clerk C - Operating  
Assistant Foreman's Clerk  
Stenographer B - Operating  
PBX Operator A - Operating

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A or B - Operating  
Stenographer A - Operating  
Foreman's Clerk  
Quartermaster  
Field Clerk - Water  
Senior or Field Clerk (G.C. - Electric)  
Senior or First Hydro Clerk  
Senior or First Plant Clerk

CLERK B (GAS)

Next Lower Classifications

Clerk C - Operating  
Stenographer B - Operating  
PBX Operator A - Operating  
Field Clerk - Gas

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A or B - Operating  
Stenographer A - Operating  
Senior or Field Clerk (G.C. - Gas)

CLERK B (GENERAL SERVICES)

Next Lower Classifications

Clerk C - Operating  
Stenographer B - Operating  
PBX Operator A - Operating  
Parts Clerk

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A or B - Operating  
Stenographer A - Operating  
Senior or First Shop Clerk (G.C.)

CLERK B (COMBINATION)  
STENOGRAPHER A

Next Lower Classifications

Clerk C - Operating  
Stenographer B - Operating  
PBX Operator A - Operating  
Assistant Foreman's Clerk  
Parts Clerk  
Field Clerk - Gas

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A or B - Operating  
Stenographer A - Operating  
Foreman's Clerk  
Quartermaster  
Field Clerk - Water  
Senior or Field Clerk (G.C.)  
Senior or First Hydro Clerk  
Senior or First Plant Clerk  
Senior or First Shop Clerk (G.C.)

CLERK C  
STENOGRAPHER B  
PBX OPERATOR A

Next Lower Classifications

Clerk D  
Stenographer C  
PBX Operator B  
Typist A

Same or Higher Classifications

Supervising Clerk B - Operating  
Clerk A, B, or C - Operating  
Stenographer A or B - Operating  
PBX Operator A - Operating  
Foreman's Clerk  
Assistant Foreman's Clerk  
Field Clerk - Gas or Water  
Parts Clerk  
Quartermaster  
Senior or Field Clerk (G.C.)  
Senior, First, or Routine Hydro Clerk  
Senior, First, or Routine Plant Clerk  
Senior, First, or Routine Shop Clerk  
Routine Parts Clerk (G.C.)

CLERK D  
STENOGRAPHER C  
PBX OPERATOR B  
TYPIST A

Beginner's Classifications



San Francisco Division  
Electric Department Line of Progression

Includes Division Electric Superintendent's office (including engineering, and District and Local office operations), as well as specialty departments such as underground, overhead, and operating.

SUPERVISING CLERK B

Next Lower Classification

Clerk A - Electric

Same or Higher Classification

Supervising Clerk B - Electric

CLERK A

Next Lower Classifications

Clerk B - Electric  
Foreman's Clerk

Same or Higher Classifications

Supervising Clerk B - Electric  
Clerk A - Electric  
Senior Field Clerk (G.C. - Electric)  
Senior Hydro Clerk  
Senior Plant Clerk

CLERK B  
STENOGRAPHER A

Next Lower Classifications

Clerk C - Electric  
Stenographer B - Electric  
PBX Operator A - Electric  
Assistant Foreman's Clerk

Same or Higher Classifications

Supervising Clerk B - Electric  
Clerk A or B - Electric  
Stenographer A - Electric  
Foreman's Clerk  
Senior or Field Clerk (G.C. - Electric)  
Senior or First Hydro Clerk  
Senior or First Plant Clerk

CLERK C  
STENOGRAPHER B  
PBX OPERATOR A

Next Lower Classifications

Clerk D - Operating  
Stenographer C - Operating  
PBX Operator B - Operating  
Typist A

Same or Higher Classifications

Supervising Clerk B - Electric  
Clerk A, B, or C - Electric  
Stenographer A or B - Electric  
PBX Operator A - Electric  
Foreman's Clerk  
Assistant Foreman's Clerk  
Senior or Field Clerk (G.C. - Electric)  
Senior, First or Routine Hydro Clerk  
Senior, First or Routine Plant Clerk

CLERK D  
STENOGRAPHER C  
PBX OPERATOR B  
TYPIST A

Beginner's Classifications

San Francisco Division  
Gas Department Lines of Progression

Includes Division Gas Superintendent's office (including engineering, and District and Local office operations), as well as specialty departments such as transmission and regulation, service, and distribution.

SUPERVISING CLERK B

Next Lower Classification

Clerk A - Gas

Same or Higher Classification

Supervising Clerk B - Gas

CLERK A

Next Lower Classification

Clerk B - Gas

Same or Higher Classifications

Supervising Clerk B - Gas  
Clerk A - Gas  
Senior Field Clerk (G.C. - Gas)

CLERK B  
STENOGRAPHER A

Next Lower Classifications

Clerk C - Gas  
Stenographer B - Gas  
Field Clerk - Gas  
PBX Operator A - Gas

Same or Higher Classifications

Supervising Clerk B - Gas  
Clerk A or B - Gas  
Stenographer A - Gas  
Senior or Field Clerk (G.C. - Gas)

CLERK C  
STENOGRAPHER B  
PBX OPERATOR A

Next Lower Classifications

Clerk D - Operating  
Stenographer C - Operating  
PBX Operator B - Operating  
Typist A - Operating

Same or Higher Classifications

Supervising Clerk B - Gas  
Clerk A, B, or C - Gas  
Stenographer A or B - Gas  
PBX Operator A - Gas  
Field Clerk - Gas  
Senior or Field Clerk (G.C. - Gas)

CLERK D  
STENOGRAPHER C  
PBX OPERATOR B  
TYPIST A

Beginner's Classifications

San Francisco Division  
General Services Department Line of Progression

Includes Division Manager of General Services' office, telephone switchboard operations, as well as specialty departments such as building, land, transportation and warehouse.

SUPERVISING CLERK B

Next Lower Classification

Clerk A - General Services

Same or Higher Classification

Supervising Clerk B - General Services

CLERK A

Next Lower Classification

Clerk B - General Services

Same or Higher Classifications

Supervising Clerk B - General Services  
Clerk A - General Services  
Senior Shop Clerk (G.C.)

CLERK B (EXCEPT DISPATCHER)  
STENOGRAPHER A

Next Lower Classifications

Clerk C - General Services  
Stenographer B - General Services  
Parts Clerk  
PBX Operator A - General Services

Same or Higher Classifications

Supervising Clerk B - General Services  
Clerk A or B - General Services  
Stenographer A - General Services  
Senior or First Shop Clerk (G.C.)

CLERK B (TRUCK DISPATCHER)

Next Lower Classifications

Truck Driver  
Heavy Truck Driver

Same or Higher Classifications

Supervising Clerk B - General Services  
Clerk A or B - General Services

CLERK C  
STENOGRAPHER B  
PBX OPERATOR A

Next Lower Classifications

Clerk D - Operating  
Stenographer C - Operating  
PBX Operator B - Operating  
Typist A - Operating

Same or Higher Classifications

Supervising Clerk B - General Services  
Clerk A, B or C - General Services  
Stenographer A or B - General Services  
PBX Operator A - General Services  
Parts Clerk  
Senior, First or Routine Shop Clerk (G.C.)  
Routine Parts Clerk (G.C.)

CLERK D  
STENOGRAPHER C  
PBX OPERATOR B  
TYPIST A

Beginner's Classifications

LINES OF PROGRESSION  
GENERAL ACCOUNTING DEPARTMENT

The tables shown below are for use in filling vacancies in General Accounting Department excluding the Tabulating Section of such Department. They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than the vacant classification. The classifications listed as next lower, the same as, or higher than, the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Combination classifications (e.g., Clerk-Typist B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1

If a vacancy exists in a Clerk B classification in the Work Order Section, consideration under Subsection 18.8(b) of the Agreement in order of employment date shall be given to employees classified as Clerk C, the equivalent, or higher (including combination Clerk C jobs) in the Work Order, Account Assignment, Sundry Sales, Report, Payroll, M&S Invoice, and M&S Utility Sections.

Temporary Assignments

Temporary upgrades shall take place within the section in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such section. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the section shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Clerk B classification in the Work Order Section, consideration in order of employment date shall be given to employees classified as Clerk C in the Work Order Section.

APPLICABLE TO ALL SECTIONS EXCEPT TABULATING AND KEYPUNCH

SUPERVISING CLERK B

Next Lower Classification

Clerk A - Accounting

CLERK A

Next Lower Classifications

Clerk B - Accounting  
Stenographer A - Accounting

CLERK B  
STENOGRAPHER A

Next Lower Classifications

Clerk C - Accounting  
Machine Operator A - Accounting  
Stenographer B - Accounting  
Typist AA - Accounting

CLERK C  
MACHINE OPERATOR A  
STENOGRAPHER B  
TYPIST AA

Next Lower Classifications

Clerk D - Accounting  
Machine Operator B - Accounting  
Stenographer C - Accounting  
Typist A - Accounting

CLERK D  
MACHINE OPERATOR B  
STENOGRAPHER C  
TYPIST A

Beginner's Classifications

Same or Higher Classification

Supervising Clerk B - Accounting

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A - Accounting

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A or B - Accounting  
Stenographer A - Accounting

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A, B or C - Accounting  
Machine Operator A - Accounting & Key punch\*  
Stenographer A or B - Accounting  
Typist AA - Accounting

APPLICABLE TO KEYPUNCH SECTION

CLERK A

Next Lower Classification

Clerk B - Keypunch

Same or Higher Classification

Clerk A - Keypunch

CLERK B

MACHINE OPERATOR X

Next Lower Classification

Machine Operator A - Keypunch

Same or Higher Classifications

Clerk A or B - Keypunch  
Machine Operator X - Keypunch

MACHINE OPERATOR A

Next Lower Classification

Machine Operator B - Keypunch

Same or Higher Classifications

Clerk A or B - Keypunch  
Machine Operator X or A - Keypunch

MACHINE OPERATOR B

Beginner's Classification

\*An employee classified as Machine Operator A - Keypunch shall be considered as being in the same classification provided such employee has passed the clerical "Employment Test Battery" (see Page 19).

LINES OF PROGRESSION  
CUSTOMER ACCOUNTING DEPARTMENT

The tables shown below are for use in filling vacancies in the Customer Accounting Department including the Control Bureau. They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than, the vacant classification. The classifications listed as next lower, the same as, or higher than the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Combination classifications (e.g., Clerk-Typist B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1

If a vacancy exists in a Clerk B classification in the Cycle Balance Section, consideration under Subsection 18.8(b) of the Agreement in order of employment date shall be given to employees classified as Clerk C, the equivalent, or higher (including combination Clerk C jobs) in the Cycle Balance, Typing and Rewrite, Cash Stubs, Change Tags, Mail, Meter Book Control, Night Crew, Post Audit, Utility, Pre-Audit, Industrial Power and the Control Bureau.

Temporary Assignments

Temporary upgrades shall take place within the section in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such section. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the section shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Clerk B classification in the Cycle Balance Section, consideration in order of employment date shall be given to employees classified as Clerk C in the Cycle Balance Section.

APPLICABLE TO ALL SECTIONS EXCEPT KEYPUNCH

SUPERVISING CLERK B

Next Lower Classification

Clerk A - Billing

CLERK A

Next Lower Classification

Clerk B - Billing

Same or Higher Classification

Supervising Clerk B - Billing

Same or Higher Classifications

Supervising Clerk B - Billing  
Clerk A - Billing

OFFICE MACHINE REPAIRMAN

Next Lower Classifications

Clerk C - Billing  
Typist AA - Billing  
Office Machine Maintenance  
experience required.

Same or Higher Classifications

Supervising Clerk B - Billing  
Clerk A - Billing

CLERK B

Next Lower Classifications

Clerk C - Billing  
Typist AA - Billing

Same or Higher Classifications

Supervising Clerk B - Billing  
Clerk A or B - Billing  
Office Machine Repairman

CLERK C

TYPIST AA

Next Lower Classifications

Clerk D - Billing (includes  
Keypunch)  
Typist A - Billing  
Mail Clerk Driver

Same or Higher Classifications

Supervising Clerk B - Billing  
Clerk A, B, C - Billing  
Office Machine Repairman  
Typist AA - Billing  
Machine Operator A - Billing and Keypunch\*

MAIL CLERK DRIVER

Next Lower Classifications

Clerk D - Billing  
Typist A - Billing

Same or Higher Classifications

Supervising Clerk B - Billing  
Clerk A, B or C - Billing  
Office Machine Repairman  
Typist AA - Billing

CLERK D

TYPIST A

Beginner's Classifications



APPLICABLE TO KEYPUNCH SECTION

CLERK A

Next Lower Classification

Clerk B - Keypunch

Same or Higher Classification

Clerk A - Keypunch

CLERK B

Next Lower Classification

Machine Operator A - Keypunch

Same or Higher Classifications

Clerk A or B - Keypunch  
Machine Operator X - Keypunch

MACHINE OPERATOR A

Next Lower Classification

Machine Operator B - Keypunch

Same or Higher Classifications

Clerk A or B - Keypunch  
Machine Operator X or A - Keypunch

CLERK D

MACHINE OPERATOR B

Beginner's Classifications

\*An employee classified as Machine Operator A - Keypunch shall be considered as being in the same classification provided such employee has passed the clerical "Employment Test Battery" (see Page 19).

LINES OF PROGRESSION  
DATA PROCESSING DEPARTMENT

The tables shown below are for use in filling vacancies in the Data Processing Department, including the Tabulating Section of the General Accounting Department. They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than the vacant classification. The classifications listed as next lower, the same as, or higher than, the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Combination classifications (e.g., Clerk-Machine Operator B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1

If a vacancy exists in a Machine Operator X classification in the Department, consideration under Subsection 18.8(b) of the Agreement in order of employment date shall be given to employees classified as Machine Operator A, the equivalent, or higher (including combination Machine Operator A jobs) in the Department.

Temporary Assignments

Temporary upgrades shall take place within the shift in which the temporary vacancy exists provided there is a next lower classification to the vacant classification assigned to such shift. Temporary upgrades into classifications where there is no next lower classification to the vacancy on the shift shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Machine Operator A classification on the second shift, consideration in order of employment date shall be given to employees classified as Machine Operator B on the second shift.

SUPERVISING CLERK B

Next Lower Classification

Clerk A - Data Processing

Same or Higher Classification

Supervising Clerk B - Data Processing

CLERK A (TAPE LIBRARIAN)

Next Lower Classification

Machine Operator X - Data Processing

Same or Higher Classifications

Supervising Clerk B - Data Processing  
Clerk A - Data Processing

MACHINE OPERATOR X

Next Lower Classification

Machine Operator A - Data Processing

Same or Higher Classifications

Supervising Clerk B - Data Processing  
Clerk A - Data Processing  
Machine Operator X - Data Processing

MACHINE OPERATOR A

Next Lower Classification

Machine Operator B - Data Processing

Same or Higher Classifications

Supervising Clerk B - Data Processing  
Clerk A - Data Processing  
Machine Operator X or A - Data Processing

MACHINE OPERATOR B

Beginner's Classification

LINES OF PROGRESSION  
MATERIAL CONTROL DEPARTMENT

The tables shown below are for use in filling vacancies in the Material Control Department including the office, shop, and warehouse sections, and the Decoto Pipe Yard and Plant. They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than, the vacant classification. The classification listed as next lower, the same as, or higher than, the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Combination classifications (e.g., Clerk-Steno B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1

If a vacancy exists in a Clerk B classification in the Department, consideration under Subsection 18.8(b) of the Agreement in order of employment date shall be given to employees classified as Clerk C, the equivalent, or higher (including combination Clerk C jobs) in the Department.

Temporary Assignments

Temporary upgrades shall take place within the section in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such section. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the section shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Clerk B classification in the office section, consideration in order of employment date shall be given to employees classified as Clerk C in the office section.

CLERK A

Next Lower Classification

Clerk B - Material Control

Same or Higher Classification

Clerk A - Material Control

CLERK B

Next Lower Classifications

Same or Higher Classifications

Clerk C - Material Control  
PBX Operator A - Material Control

Clerk A or B - Material Control

CLERK C  
PBX OPERATOR A

Next Lower Classifications

Same or Higher Classifications

Clerk D - Material Control  
PBX Operator B - Material Control

Clerk A, B or C - Material Control  
PBX Operator A - Material Control

CLERK D  
PBX OPERATOR B

Beginner's Classifications

TEST PROCEDURE

~~A. An employee who is classified as a Meter Reader in order to be considered for promotion to Clerk C or equivalent or an employee classified as a Machine Operator A (Key punch) in order to be considered for transfer to Clerk C or equivalent, must pass the following aptitude tests:~~

1. Hay Tests for Clerical Aptitude, Number Series Completion Test - Form B.
2. Employee Aptitude Survey, Test 7 - Verbal Reasoning, Form A, Revised.

A total of 80 percentile points is required to attain a passing score on these two tests.

3. Personnel Research Institute Name Comparison Test, Form a.
4. Holzinger-Crowder Uni-Factor Tests, Form Am, Test 1, Word Meaning.
5. Short Employment Tests, Verbal, Form V-2.
6. Hay Tests for Clerical Aptitude, Number Perception Test, Form A.

A total of 240 percentile points is required to attain a passing score on these four tests.

The instructions and method of scoring will be the same as used at the pre-employment level.

B. An employee shall be entitled to two opportunities to pass the above tests. If he fails to attain a passing score on his first attempt, he may take the tests a second time one year or later following the date of the first testing.

C. Application for testing:

1. In prebidding

- a. An employee who submits a prebid to fill a job vacancy in a classification under the above procedure and the provisions of Section 18.4, may indicate on such prebid form that he is then prepared and desires to take the required tests or retests to qualify for such classification. His Personnel Department shall notify him of tests that he must pass and will indicate the date he will be eligible to take such tests or retests based on the schedule outlined in Section B of this Procedure.

- b. If such prebid is postmarked not less than 8 calendar days before the posting of an award to fill such job vacancy, his prebid shall be considered valid and the employee shall be offered an opportunity to take the required tests for the classification which is covered by the prebids if he is eligible for such testing under Section B of this procedure. If he is eligible within a period of 21 days following the postmark date of the prebid, Company shall arrange for such testing during the 21-day period. If he avails himself of the opportunity and successfully meets all such requirements his prebid shall receive consideration in the filling of the job vacancy.
- c. Such prebid shall be held as inactive if:
  - i The prebid did not include a request for testing,
  - ii The employee was not eligible for testing in accordance with Section B of this procedure,
  - iii The employee did not avail himself of the test opportunity offered by Company, or
  - iv The employee failed to pass the tests required at the opportunity offered by Company.

## 2. In Postbidding

- a. In order that an employee's postbid to fill a job vacancy in a classification covered by this procedure be considered under the provisions of Title 18, he must have made a written request by U.S. mail to his Personnel Department to be tested. Such request must be postmarked not less than 8 calendar days before the posting of the job vacancy under the provisions of Subsection 18.7(a) of the Agreement.
- b. If such written request was postmarked not less than 8 calendar days before the posting of such vacancy, the employee will be offered an opportunity not less than eight nor more than 21 days after the postmark date of the request to meet the testing requirements if he is eligible in accordance with the schedule of testing outlined in Section B above.

## 3. Other

An employee who has previously attempted but failed to meet the testing requirements and who again desires to meet the testing requirements, must make written request by U.S. mail to his Personnel Department. If such request was timely with respect to the procedures outlined in Paragraphs 1 and 2 above, it shall cause his previous prebids or subsequent postbids to be considered as active and valid. In such instances, the procedures outlined in Paragraphs 1 and 2 above shall be followed. If such request is not timely, the same testing procedure will be followed, except his previous prebids or subsequent postbids will not be considered as active.

4. Tests will be administered during regular work hours and corrected under the direction of the Division Personnel Departments. An employee who fails a test may request an interview with a representative of the Division Personnel Department for the purpose of discussing the areas of weakness indicated by his failure to pass a test. Such employee, however, will not be permitted to review the questions and answers on the tests.
5. An employee who is tested will be notified in writing of the results by his Personnel Department.



EXHIBIT B

PROMOTION AND TRANSFER UNITS

(Deleted 7/1/67)