

LAT 309

PACIFIC GAS AND ELECTRIC COMPANY

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

July 30, 1968

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:

Company is preparing to transfer the Work Order and Sundry Sales Sections of the General Accounting Department to its Plant Accounting Department in the near future. At the same time, we propose to add the Plant Accounting Department to the bargaining unit covered by the Agreement dated July 1, 1953. Attached is a list of the employees involved.

Under the provisions of Section 18.19, Company proposes to amend Exhibit "A" of the Agreement to include the Plant Accounting Department in the Lines of Progression presently established for the General Accounting Department.

During the coming year, Company will also be conducting an analysis of the work performed in the Plant Accounting Department, and it is expected that a considerable reorganization of such work will be undertaken at that time.

If you are in accord with the foregoing proposal and attached list 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 W. Bonbright  
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

By Ronald T. Weakley  
Business Manager

September 19, 1968

PLANT ACCOUNTING DEPARTMENT EMPLOYEES

JULY 15, 1968

| <u>Employee</u>    | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>   |
|--------------------|-------------------------------|------------------------|---|
| SOMMERS JR., H. F. | Supervising Clerk B           | 3/16/48                | Process material reported as salvage for Plant retirement.  |
| McCUTCHEON, S.     | Clerk A                       | 6/18/26                | Cost Analyst - 100,000 Series GM's  |
| WILLIAMS, H. E.    | Clerk A                       | 12/14/36               | Cost Analyst - 100,000 Series GM's  |
| CALLOW, R. A.      | Clerk A                       | 2/3/41                 | Cost Analyst - 100,000 Series GM's, preparation of detailed bills.  |
| HAUSCHILD, W. P.   | Clerk A                       | 2/17/41                | Analyzing and segregating construction costs.   |
| FREEMAN, W. S.     | Clerk A                       | 4/29/41                | Cost Analyst - 100,000 Series GM's, specializes in deeded property.   |
| SLINKER, J. A.     | Clerk A                       | 9/24/45                | Cost Analyst - 100,000 Series GM's  |
| QUIMBY, A.         | Clerk A                       | 1/21/47                | Cost Analyst - 100,000 Series GM's, preparation of detailed bills.  |
| BABBITT, D. M.     | Clerk A                       | 6/9/47                 | Cost Analyst - 100,000 Series GM's  |
| DE MARTINI, R. J.  | Clerk A                       | 12/29/47               | Preparation of Executive Committee Report and Work in Progress Reports.   |
| JOHNS, R. L.       | Clerk A                       | 6/6/49                 | Cost Analyst - 100,000 Series GM's  |
| MOORE, S. R.       | Clerk A                       | 9/1/50                 | Cost Analyst - 100,000 Series GM's  |
| VINCENT, W. W.     | Clerk A                       | 9/18/50                | Change in duties. Assigned duties include Account Assignment Work for Work Orders, including supervision of employees engaged in this work. |
| PAULAS JR., L.     | Clerk A                       | 1/15/51                | Cost Analyst - 100,000 Series GM's  |
| RUNNING, J. H.     | Clerk A                       | 6/4/51                 | Analyzing major construction costs.   |
| LEID, R. L.        | Clerk A                       | 12/10/51               | Analysis of Billing GM's and Class II GM's for retirements.   |
| STREETER, B. F.    | Clerk A                       | 7/1/52                 | Cost Analyst - 100,000 Series GM's  |
| FARRELL, J. J.     | Clerk A                       | 10/13/52               | Cost Analyst - 100,000 Series GM's  |
| LANSCH, R. S.      | Clerk A                       | 6/25/53                | Development and preparation of information for specific reports, review accounting of 400,000 Series GM's.                                  |

PLANT ACCOUNTING DEPARTMENT EMPLOYEES (Cont'd)

| <u>Employee</u>   | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>   |
|-------------------|-------------------------------|------------------------|---|
| WALLACE, C.       | Clerk A                       | 8/3/53                 | Analysis of Billing GM's and other GM's for retirements, establishment of Annual Unit Cost for retirement purposes. |
| CHAMBERLIN, R. V. | Clerk A (PIO)                 | 11/28/55               | Maintenance of records relative to control of G.C. transportation equipment and G.C. tools and work equipment.      |
| KONDE, B. W.      | Clerk A                       | 10/10/56               | Reassigned to Class II Cost Analysis Section.   |
| FESUNOFF, G. A.   | Clerk A                       | 5/18/57                | Analysis of Billing GM's and Class II GM's for retirements.   |
| RESTANI, R. L.    | Clerk A                       | 10/19/59               | Analysis of Billing GM's and Class II GM's for retirements.   |
| McGINNIS, T. A.   | Clerk A                       | 8/6/63                 | Cost Analyst - 100,000 Series GM's, preparation of detailed bills.  |
| TIDHOLM, R. E.    | Clerk A                       | 2/19/64                | Analyzing major construction costs.   |
| WELLMAN, K. H.    | Clerk A                       | 3/14/66                | Analyzing major construction costs.   |
| KEHOE, T. T.      | Machine Operator X            | 11/12/46               | Comptometer Operator and supervision of Section.  |
| STREETER, M. B.   | Clerk B (PIO)                 | 11/21/46               | Analyzes construction costs.  |
| MARSCHALL, K. O.  | Clerk B                       | 8/8/57                 | Analysis of Class II construction cost records.   |
| PUDLO, E. F.      | Clerk B                       | 6/17/63                | Checking Journal entries prior to keypunching.  |
| LOUGHMAN, M. W.   | Clerk B                       | 9/18/63                | Analysis of GM's for retirements.   |
| MILES, E. L.      | Clerk B                       | 12/30/63               | Cost Analyst - 400,000 Series GM's  |
| FRIMAN, H. C.     | Clerk B                       | 3/15/65                | Retirement of buildings and equipment from Plant.   |
| CULHANE, P. J.    | Clerk B (PIO)                 | 11/15/65               | Clerk to be assigned new duties. Job will be reviewed at a later date.  |
| BENNICUFF, N. J.  | Clerk B                       | 2/14/66                | Cost Analyst - 100,000 and 400,000 Series GM's  |
| DIJAMCO, E. M.    | Clerk B                       | 2/18/66                | Preparation of various schedules for reports and assistance to FPC personnel during audits.                         |

PLANT ACCOUNTING DEPARTMENT EMPLOYEES (Cont'd)

| <u>Employee</u>   | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>   |
|-------------------|-------------------------------|------------------------|---|
| O'CONNOR, A. T.   | Clerk B                       | 10/3/66                | Cost Analyst - 400,000 Series GM's  |
| CHAIT, A. I.      | Clerk B                       | 11/28/66               | Maintenance of records and controls of investment for motor vehicles and buildings.           |
| JOULE, B. L.      | Clerk B                       | 12/15/66               | Cost Analyst - 400,000 Series GM's  |
| CRUZ, R. G.       | Clerk B                       | 5/22/67                | Cost Analyst - 400,000 Series GM's  |
| WOODSIDE, D. R.   | Clerk B                       | 12/7/67                | Analysis of GM's for retirements.   |
| LIFTON, R.        | Clerk C (PIO)                 | 5/20/42                | Verify accounting on invoices.  |
| RAYMOND, J. W.    | Clerk C                       | 11/8/43                | Files Work Orders.  |
| CARRILLO, C. G.   | Typist AA                     | 11/15/45               | Typing  |
| SIMON, V. L.      | Typist AA                     | 12/5/45                | Typing  |
| FARRIS, E. T.     | Clerk C                       | 2/24/47                | Maintains file and record storage for Plant Accounting Department.                            |
| TRITSCHLER, L. A. | Typist AA                     | 11/17/47               | Typing  |
| WARD, M. C.       | Typist AA                     | 9/5/50                 | Typing  |
| COOK, A. B.       | Clerk C (PIO)                 | 2/19/51                | Receipt and distribution of GM estimates.   |
| GURR, F. D.       | Machine Operator A            | 5/19/52                | Comptometer Operator  |
| BRONSTEIN, H.     | Clerk C (PIO)                 | 11/18/52               | Maintenance of Work Assignment Records and other miscellaneous assignments.                   |
| LEE, H. F.        | Machine Operator A            | 3/2/53                 | Comptometer Operator  |
| AUER, H. A.       | Typist AA                     | 12/2/55                | Typing  |
| CARRILLO, P. A.   | Machine Operator A            | 8/15/60                | Comptometer Operator  |
| REGAN, E. F.      | Clerk C (PIO)                 | 9/12/60                | Miscellaneous clerical duties, including maintenance of Department's new correspondence file. |
| BUTLER, L. J.     | Clerk C                       | 3/29/61                | Cost Analyst - Blanket GM's   |
| HEINTZ, J. J.     | Clerk C                       | 6/10/63                | Cost Analyst - 400,000 Series GM's  |
| MORGAN, E. H.     | Machine Operator A            | 8/9/65                 | Comptometer Operator  |

PLANT ACCOUNTING DEPARTMENT EMPLOYEES (Cont'd)

| <u>Employee</u>    | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>   |
|--------------------|-------------------------------|------------------------|---|
| TONELLI, L.        | Machine Operator A            | 9/7/65                 | Comptometer Operator  |
| ALLEN, J. M.       | Clerk C (PIO)                 | 9/9/65                 | Receipt and control of completed copy of Foreman's copies of estimates. |
| EDWARDS, K. A.     | Clerk C                       | 7/1/66                 | Cost Analyst - 400,000 Series GM's                                      |
| O'SULLIVAN, J. J.  | Clerk C                       | 9/5/67                 | Cost Analyst - 400,000 Series GM's                                      |
| SPINRAD, S. W.     | Clerk C                       | 9/19/67                | Maintenance of G.M. Progress Report.                                    |
| DOMINGO, E. L.     | Clerk C                       | 10/9/67                | Cost Analyst - 400,000 Series GM's                                      |
| CHIA, K. K.        | Clerk C                       | 10/16/67               | Expediting the Retirement of Plant from Plant Accounts.                 |
| WETHERELL, C.      | Clerk D                       | 10/10/66               | Filing  |
| ANDRUS, J. E.      | Typist A                      | 8/31/67                | Typing  |
| RICHARDSON, L. E.  | Clerk D                       | 9/11/67                | Filing and routine clerical duties as directed.                         |
| LATTEMORE, E. M.   | Typist A                      | 10/16/67               | Typing  |
| SETTELMEYER, J. E. | Clerk D                       | 11/14/67               | Filing and sorting.   |
| GOMEZ, S. A.       | Typist A                      | 12/6/67                | Typing  |
| SHIELDS, D. A.     | Clerk D                       | 12/28/67               | Filing  |
| ABELA, B. M.       | Typist A                      | 2/1/68                 | Typing  |
| LUCCHESI, B. A.    | Clerk D                       | 3/18/68                | Filing  |

SUNDRY SALES SECTION EMPLOYEES

JULY 15, 1968

| <u>Employee</u> | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>  |
|-----------------|-------------------------------|------------------------|--|
| O'NEILL, T. C.  | Clerk A                       | 3/9/53                 | Prepares actual cost audits, sales tax quarterly report, monthly closing entries and special jobs.                           |
| OTTE, D. D.     | Clerk B                       | 11/5/56                | Analysis and clearance of D&C jobs, prepares actual cost audits, assists in monthly closing entries and special assignments. |
| STALLS, F. M.   | Clerk B                       | 10/26/59               | Analyzes and clears D&C jobs, prepares actual cost bills, assists in monthly closing entries and special assignments.        |
| HURLEY, R. F.   | Clerk C                       | 4/11/63                | Prepares audit bills on estimated basis, makes refunds, adjustments, journal entries and special assignments.                |
| PIZARRO, A.     | Clerk Typist C                | 7/7/64                 | Special billing of joint poles, process cottage rental billing, typing, analysis and clearance of temporary service D&C's.   |
| VILLA, A. D.    | Typist A                      | 9/27/65                | Files all documents, miscellaneous typing and special assignments.   |
| YOUNG, J. S.    | Typist A                      | 9/14/66                | Typing   |
| BURNS, A. M.    | Typist A                      | 10/31/66               | Typing   |
| STEWART, D. J.  | Clerk D                       | 2/13/67                | Assists in preparing audit bills on estimated basis, makes refunds and other clerical duties.                                |
| SCOLINI, C. M.  | Clerk D                       | 3/1/67                 | Various clerical duties.   |
| LEE, A. E.      | Clerk D                       | 9/5/67                 | Files all documents, miscellaneous typing and special assignments.   |

WORK ORDER SECTION EMPLOYEES

JULY 15, 1968

| <u>Employee</u>   | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>   |
|-------------------|-------------------------------|------------------------|---|
| ENOS, W.          | Clerk A                       | 8/29/26                | Analysis, verification of accounting and clearance of gas and electric work orders. |
| ZARCONE, C. J.    | Clerk A                       | 7/6/39                 | Analysis, verification of accounting and clearance of electric work orders.         |
| LA FRANCHI, M. V. | Clerk A                       | 4/18/46                | Analysis, verification of accounting and clearance of electric work orders.         |
| WOODHULL, D. J.   | Clerk A                       | 5/27/46                | Analysis, verification of accounting and clearance of electric work orders.         |
| DYCHE, D. C.      | Clerk A                       | 5/12/47                | Analysis, verification of accounting and clearance of gas and electric work orders. |
| HAWKES, R. E.     | Clerk A                       | 9/18/47                | Analysis, verification of accounting and clearance of electric work orders.         |
| KYLE, D. R.       | Clerk A                       | 12/8/47                | Analysis, verification of accounting and clearance of electric work orders.         |
| MORGAN, J. F.     | Clerk A                       | 7/6/48                 | Analysis, verification of accounting and clearance of electric work orders.         |
| KLINE, C. E.      | Clerk A                       | 3/23/49                | Analysis, verification of accounting and clearance of gas and electric work orders. |
| WEINBERG, W. B.   | Clerk A                       | 4/6/49                 | Analysis, verification of accounting and clearance of gas and electric work orders. |
| PAPAPIETRO, A.    | Clerk A                       | 8/14/50                | Analysis, verification of accounting and clearance of electric work orders.         |
| WILKIEMEYER, F.   | Clerk A                       | 4/30/51                | Analysis, verification of accounting and clearance of electric work orders.         |

**WORK ORDER SECTION EMPLOYEES (Cont'd)**

| <u>Employee</u>  | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>   |
|------------------|-------------------------------|------------------------|---|
| BAKER, R. R.     | Clerk A                       | 7/1/52                 | Analysis, verification of accounting and clearance of electric work orders.   |
| SHAIN, W. B.     | Clerk A                       | 7/25/55                | Analysis, verification of accounting and clearance of electric work orders.   |
| ORLOFF, M. S.    | Clerk B                       | 7/27/53                | Analyze and clear gas special work orders and blankets.   |
| BONNET, F. M.    | Clerk B                       | 10/1/56                | Analysis, verification of accounting and clearance of electric work orders.   |
| EICHNER, B. J.   | Clerk B                       | 4/15/57                | Analyzes and clears gas special work orders and blankets.   |
| CARDOZA, C. C.   | Clerk B                       | 4/23/57                | Analyzes and clears D&C jobs, prepares actual cost bills, assists in monthly closing entries and special assignments. |
| YOUNG, B. C.     | Clerk B                       | 9/30/58                | Analyzes and clears gas special work orders and blankets. Budget report and Department report.                        |
| GREENLAND, J. E. | Clerk B                       | 11/24/58               | Analyzes and clears gas special work orders and blankets.   |
| CALONJE, A.      | Clerk C                       | 8/23/61                | Prices all joint pole applications and prepares journal entries for all costs involved.                               |
| KIRSCH, G. Q.    | Clerk C                       | 9/4/62                 | Process joint pole transfer of ownership and assist joint pole clerk.   |
| CURRAN, J. M.    | Typist AA                     | 6/19/63                | Typing and handles all incoming mail.   |
| THORBURN, D.     | Clerk C                       | 6/15/65                | Line 12 transactions, assists in preparation of MLX reports and posting cost sheets.                                  |
| McTAGUE, B. L.   | Clerk D                       | 2/6/67                 | Filing and routine clerical duties as directed.   |
| RASMUSSEN, B. G. | Clerk D                       | 3/6/67                 | Filing and routine clerical duties as directed.   |



WORK ORDER SECTION EMPLOYEES (Cont'd)

| <u>Employee</u>  | <u>Present Classification</u> | <u>Employment Date</u> | <u>Present Duties</u>                           |
|------------------|-------------------------------|------------------------|---|
| KATONA, J. A.    | Clerk D                       | 8/24/67                | Filing and routine clerical duties as directed. |
| BARRON, J. A.    | Clerk D                       | 8/31/67                | Filing and routine clerical duties as directed. |
| YAZZOLINO, L. A. | Clerk D                       | 9/26/67                | Filing and routine clerical duties as directed. |

PACIFIC GAS AND ELECTRIC COMPANY

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

September 9, 1968

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 the provisions of Section 18.19 of the Clerical Agreement dated July 1, 1953, Company proposes to amend Exhibit A, Lines of Progression, of such Agreement, by combining the General Accounting Department, the Responsibility Accounting Department, the Data Processing Department, Customer Accounting Department, and, adding thereto, the Plant Accounting Department, into a single Line of Progression, effective October 1, 1968, as shown on the attached Lines of Progression.

If you are in accord with the foregoing and the attached 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 W. Benbright  
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

September 19, 1968

By Ronald T. Weakley  
Business Manager

## LINES OF PROGRESSION

### ACCOUNTING

The tables shown below are for use in filling vacancies in the General Accounting Department, Responsibility Accounting Department, Data Processing Department, Customer Accounting Department, and Plant Accounting Department. They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended. The designation "Accounting" or "Key punch" (i.e., Clerk A - Accounting) shall include all such classifications in any of the foregoing departments.

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 Payroll 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 all of the departments under the jurisdiction of the Comptroller (i.e., any Accounting 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 Payroll Section of the General Accounting Department, consideration in order of employment date shall be given to employees classified as Clerk C in the Payroll Section.

APPLICABLE TO ALL SECTIONS EXCEPT KEYPUNCH

SUPERVISING CLERK B

Next Lower Classification

Clerk A - Accounting

Same or Higher Classification

Supervising Clerk B - Accounting

CLERK A

Next Lower Classifications

Clerk B - Accounting  
Stenographer A - Accounting  
Machine Operator X - Accounting

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A - Accounting

OFFICE MACHINE REPAIRMAN

Next Lower Classifications

Clerk C - Accounting  
Typist AA - Accounting  
Office Machine Maintenance experience  
required

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A - Accounting

CLERK B

STENOGRAPHER A

MACHINE OPERATOR X

Next Lower Classifications

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

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A or B - Accounting  
Stenographer A - Accounting  
Machine Operator X - 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  
Mail Clerk Driver

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A, B, or C - Accounting  
Machine Operator X or A - Accounting and  
Keypunch\*  
Stenographer A or B - Accounting  
Typist AA - Accounting

\*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 94).

MAIL CLERK DRIVER

Next Lower Classifications

Clerk D - Accounting  
Typist A - Accounting

Same or Higher Classifications

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

CLERK D

MACHINE OPERATOR B

STENOGRAPHER C

TYPIST A

Beginner's Classifications

APPLICABLE TO KEYPUNCH SECTIONS

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

MACHINE OPERATOR B

Beginner's Classification

Same or Higher Classifications

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