

PACIFIC GAS AND ELECTRIC COMPANY

PGE + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

March 26, 1979

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Superseded: LA 79-37

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

In response to your request made at our meeting of December 1, 1978, we are enclosing copies of Job Assignment Questionnaires for the re-evaluated jobs in the Payment Processing Center.

Also enclosed is a copy of the schedules currently being worked in the Payment Processing Center.

Pursuant to Subsection 10.7(b) of the Clerical Agreement, Company proposes to establish a Sunday through Thursday workweek for part-time positions on the swing shift and full-time employees on the day shift as specified in the attached schedule of hours and shifts, effective November 12, 1978.

If you are in accord with the foregoing and its attachments 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 *M. Bonbright*
Manager of Industrial Relations

The Union is in accord with the foregoing and its attachments and it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

 April 12, , 1979

By *Dean Cofer*
Business Manager

PAYMENT PROCESSING CENTER - SHIFTS

| SHIFT NAME | Number of Employees | Hours | WORK DAYS | Scheduled Days Off |
|--|---------------------|--|-------------------------|--------------------|
| Payment Processing Graveyard Shift | 41 | 12 Midnight to 8:00 AM | Monday through Friday | Saturday Sunday |
| Payment Processing Day Shift | Operating 29 | 8:00 AM to 4:45 PM | Monday through Friday | Saturday Sunday |
| | Old 11 | | | |
| | Banking 9 | | | |
| | Pymt Rsch 12 | | | |
| Payment Processing Swing Shift | 10 | 4:00 PM to 12 Midnight | Monday through Friday | Saturday Sunday |
| Payment Processing Sunday through Thursday Shift | 17 | Sunday 7:00 AM to 3:00 PM Mon. thru Thurs. 8:00 AM to 4:45 PM | Sunday through Thursday | Friday Saturday |
| | Full Time | Exceptions | | |
| Banking Unit Deposit Clerk | 1 | 4:00 AM to 12 Noon | Monday through Friday | Saturday Sunday |
| Old System Cash Lay Out | 1 | 7:30 AM to 4:15 PM | Monday through Friday | Saturday Sunday |
| Old System Control | 1 | 8:30 AM to 5:15 PM | Monday through Friday | Saturday Sunday |

19-25
79E

Note: Part time shifts are arrived by mutual agreement between PG&E and individual employees

| SHIFT NAME | Number of Employees | Hours | WORK DAYS | Scheduled Days Off |
|-------------|-------------------------|---|----------------------------|--------------------|
| Graveyard | 0 | 12 Midnight to 8:00 AM | Monday, Tuesday, Wednesday | Saturday Sunday |
| Graveyard | 7 | 12 Midnight to 8:00 AM | Monday, Tuesday | Saturday Sunday |
| Day Shift | Operating Unit 2 | 8:00 AM to 4:45 PM | Monday, Tuesday | Saturday Sunday |
| | Payment Research Unit 1 | | | |
| Day Shift | Operating Unit 1 | 8:00 AM to 4:45 AM | Monday, Tuesday, Wednesday | Saturday Sunday |
| | Payment Research Unit 3 | | | |
| Swing Shift | 3 | Sunday 7:00 AM to 3:00 PM Mon., Tues. 4:45 PM to 12 MID. | Sunday, Monday, Tuesday | Friday Saturday |
| Swing Shift | 5 | 4:45 PM to 8:45 PM | Monday through Friday | Saturday Sunday |
| Swing Shift | 6 | Sunday 7:00 AM to 3:00 PM Mon., Tues. 4:45 PM to 8:45 PM | Sunday, Monday, Tuesday | Friday Saturday |
| Day Shift | Operating Unit 2 | 8:00 AM to 4:45 PM | Tuesday, Thursday | Saturday Sunday |
| Day Shift | 1 | 8:00 AM to 4:45 PM | Monday, Wednesday, Friday | Saturday Sunday |

PACIFIC GAS AND ELECTRIC COMPANY
JOB ASSIGNMENT QUESTIONNAIRE

Date:
 May 22, 1978

Your Name:
 Mildred M. Paras

Department - Division
 Customer Accounting, General Office
 Payment Processing Center

Job Title:
 White Mail Clerk

BASIC RESPONSIBILITY

Write a brief statement of what you consider the over-all purpose of your job to be.

As a white mail clerk, I have varied responsibilities, ranging from the customary sorting of mails, and other diversified duties depending on the work loads.

SPECIFIC DUTIES

1. Describe in an orderly series of statements the duties which you perform, beginning with the most important ones. Indicate in the right-hand margin the amount of time spent on each duty. This time can be expressed in hours per day, hours per month, percent of total time, or in any other appropriate manner.
2. List any basic and/or subsidiary records you are responsible for keeping, and indicate their use.
3. List any reports which you prepare, and indicate their use and frequency of preparation.
4. Indicate the nature of any special projects assigned to you within the last year.

SPECIFIC DUTIES

AMOUNT OF TIME

My work involves various functions. I open, analyze and classify mails. I then distribute this mail to clerks who are assigned to that particular job. Such as:

- | | |
|--|-----|
| (1) Single transactions (includes a bill and check for Readoc). | 30% |
| (2) Old System and mutilated bills (A batch for CRT). | 20% |
| (3) Correspondence (includes change of addresses, letters etc.) | 10% |
| (4) <u>Multiples and Big Checks</u> - Multiples is when a customer sends 2 or more bills and checks, partial payments etc. <u>Big Checks</u> is when the amount of the check is \$5,000.00 or more. | 30% |
| (5) Research Clerks (includes invoices, U.S. Treasury and any government checks). | 5% |
| (6) Unsigned checks, no match bills and checks without an account number can be processed by making up a customer receipt ticket and include in the old system and mutilated bundles. | 5% |

SPECIFIC DUTIES (Cont'd)

AMOUNT OF
TIME

(6) Continued

Occasionally, I handle a bill and cash send by a customer.
This has be turned in to a supervisor immediately.

(If space is insufficient, continue on blank paper)

Who is your immediate supervisor?

Mr. Edward Piretti

RESPONSIBILITY FOR CASH

(This responsibility involves items readily convertible to cash. For example, a blank check is readily convertible, but tools and equipment are not.)

- 1) Are you assigned responsibility for the protection of Company money or negotiable instruments?
- 2) If so, what is the average dollar amount that you handle at any one time as a normal part of your regular daily assignments?
- 3) What percentage of your time is spent handling these responsibilities?
- 4) How long would an error causing financial loss normally go undetected?

No cash responsibility.

INTERNAL CONTACTS

- 1) Describe the nature and extent of your direct business contacts with other employees in the Company outside of your department.
- 2) Give examples.
- 3) What percentage of your time do you spend in the contacts described in Number (1) above?

N/A

CONTACTS WITH THE PUBLIC

- 1) Describe the nature and extent of your direct business contacts with the public, if any (exclude written contact).
- 2) Give examples.
- 3) Approximately what percent of your time do you spend in the direct contacts described in Number (1) above?

N/A

DIRECTIONAL RESPONSIBILITY

- 1) If you are assigned directional responsibility over the work of others, what is the nature of this responsibility?
- 2) How many employees are you assigned directional responsibility for?
- 3) What percentage of your time is spent in actively directing their work?

N/A

JOB TRAINING

(In determining the time required to learn the job, assume that the employee has adequate prior experience in similar lines of work, if required.)

- 1) (To be answered by the employee.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position? (Consider both specific vocational training and on-the-job training.)

One hour.

- 2) (To be answered by the supervisor.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position? (Consider both specific vocational training and on-the-job training.)

One hour to learn basics and one week to develop speed.

Supervisor's Comments:

White mail is delivered to the processing center all day and a reasonable speed in sorting must be maintained to complete the job daily.

Signature: Edward H. Pulte

Date June 5, 1978

DIVISION PERSONNEL DEPARTMENT

Specialized Skills and Degree of Skill Required:

GENERAL OFFICE PERSONNEL DEPARTMENT

GRADING

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Comments and Recommendations:

Signature: _____

Date _____

PACIFIC GAS AND ELECTRIC COMPANY
JOB ASSIGNMENT QUESTIONNAIRE

Date:
 June 5, 1978

Your Name:
 Janet Behlow

Department - Division
 Customer Accounting, General Office
 Payment Processing Center

Job Title:
 Transit Station Operator (Check Sorter)

BASIC RESPONSIBILITY

Write a brief statement of what you consider the over-all purpose of your job to be.
 Sort microencoded checks by use of automated equipment into bank deposit groups.

SPECIFIC DUTIES

1. Describe in an orderly series of statements the duties which you perform, beginning with the most important ones. Indicate in the right-hand margin the amount of time spent on each duty. This time can be expressed in hours per day, hours per month, percent of total time, or in any other appropriate manner.
2. List any basic and/or subsidiary records you are responsible for keeping, and indicate their use.
3. List any reports which you prepare, and indicate their use and frequency of preparation.
4. Indicate the nature of any special projects assigned to you within the last year.

| SPECIFIC DUTIES | AMOUNT OF TIME |
|--|----------------|
| 1. Receive microencoded check batches from the Control Desk and load them into check sorting equipment. Match <u>sorted checks</u> with two detail deposit lists that are produced by the equipment. | 30% |
| 2. Group together the <u>Batch Dumps</u> (lists of the checks read in an individual batch) to assist balancer and cashier in balancing of check batches (Check batcher can be out of balance due to <u>read failure</u> on the sorter, missing checks, etc.) All of the sorted batches are labeled into separate bank groups, then boxed with (a) a bank summary printout and (b) a Readoc reconciliation printout (lists of original check batches). Finally the boxed checks are ready to balance. | 50% |
| 3. Perform minimal maintenance on equipment. | 16% |
| 4. Handling 7 to 10 million dollars in endorsed checks. Any error causing financial loss would be detected within an hour usually by the balancer and/or the cashier while balancing the batches. Once a box of check batches is balanced, the cashier prepares them for bank deposit. | 2% |

SPECIFIC DUTIES (Cont'd)

**AMOUNT OF
TIME**

(If space is insufficient, continue on blank paper)

Who is your immediate supervisor?

Mr. Edward Piretti

CONTACTS WITH THE PUBLIC

- 1) Describe the nature and extent of your direct business contacts with the public, if any (exclude written contact).
- 2) Give examples.
- 3) Approximately what percent of your time do you spend in the direct contacts described in Number(1) above?

None

DIRECTIONAL RESPONSIBILITY

- 1) If you are assigned directional responsibility over the work of others, what is the nature of this responsibility?
- 2) How many employees are you assigned directional responsibility for?
- 3) What percentage of your time is spent in actively directing their work?

None

RESPONSIBILITY FOR CASH

(This responsibility involves items readily convertible to cash. For example, a blank check is readily convertible, but tools and equipment are not.)

- 1) Are you assigned responsibility for the protection of Company money or negotiable instruments?
- 2) If so, what is the average dollar amount that you handle at any one time as a normal part of your regular daily assignments?
- 3) What percentage of your time is spent handling these responsibilities?
- 4) How long would an error causing financial loss normally go undetected?

Handles endorsed checks which will be reconciled and prepared for bank deposit by cashier. 13 million dollars per day.

INTERNAL CONTACTS

- 1) Describe the nature and extent of your direct business contacts with other employees in the Company outside of your department.
- 2) Give examples.
- 3) What percentage of your time do you spend in the contacts described in Number (1) above?

Limited time is spent in contact with the cashier and only when an unusual error is presented. (2%)