

## PACIFIC GAS AND ELECTRIC COMPANY

PGE

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June 1, 1981

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

In August, 1980, the Fact Finding Committee settled North Bay Division Grievance No. 4-467-78-30. This case concerned the exempt status of an Operating Clerk-Steno in General Services, San Rafael, serving as secretray to the Division Gas Superintendent. The settlement called for removing such position from the exempt status list, the rationale being that Company had never negotiated with Union to exempt the job. Accordingly, Union argued that absent such prior negotiations, the job must remain in the bargaining unit (now classified as operating clerk-steno).

Subsequent to the Fact Finding hearing, Company has become increasingly concerned about assigning the duties of this position to a bargaining unit member. Primary concerns relate to the highly sensitive and confidential Personnel, Industrial Relations, organizational, and safety communications that flow through this position to the Division Gas Superintendent and his staff. Much of the correspondence processed by this position involves discipline and qualification and performance review of bargaining unit members. (A list of relevant job duties is attached).

Company, therefore, proposes to add the above discussed Operating Clerk-Steno position in General Services, San Rafael, to the list of positions exempted from the IBEW bargaining unit.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided below and return on executed copy of this letter to the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By   
 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

June 29, 1981

By   
 Business Manager

JOB DUTIES LISTING  
DIVISION GAS SUPERINTENDENTS SECRETARY  
NORTH BAY DIVISION

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1. Types and processes all correspondence related to manpower changes, relocations, G. C. deployment organizational changes and Gas Department personnel policy. This includes confidential policy change letters to the Division Manager.
2. Takes dictation from field office supervisors for disciplinary letters, disciplinary investigation notes, etc. These are typed and reviewed by the Gas Superintendent and Personnel Relations and sent back to the foremen and superintendents.
3. Types and maintains all Division Joint Grievance Committee and subcommittee correspondence. The Division Gas Superintendent has served as Chairman of the Committee, is currently a working member (and relief Chairman) and will again serve in the Chairman role in 1983.
4. Types and processes Performance Reviews and Descriptions of Qualifications for weekly and monthly Gas Department employees. This includes detailed assessments of bargaining unit employees while upgraded to monthly jobs.
5. Types and processes Payroll Change Tags for monthly salaried employees. Salary work includes typing the annual Merit Plan for all Division and Gas Department salaried employees, including job performance rating data, performance deficiency analyses of individuals, etc.
6. Types and processes communications relating to gas system security and confidential operating matters. May include governmental agency requests for data.