

**Pacific Gas and Electric Company**

215 Market Street  
San Francisco, CA 94106  
415/972-7000

January 16, 1990



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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company proposes to change test requirements and/or administrative procedures for certain classifications, as follows:

TYPIST, STENO and MATERIALSMAN classifications

1. Applicants for the above classifications shall be allowed the option of taking the typing test on a personal computer or electric typewriter.
2. The attached PG&E Typing Test Manual, dated July 1979, will be acknowledged as the tool for administering typing skill tests.

In addition, Company proposes to amend the provisions of Review Committee 1517, so that it only applies to applicants to Steno classifications, and to only those applicants to the Steno classification who have not met the Steno requirement or held a Steno classification during the previous 12 month period.

AUXILIARY OPERATOR/ASSISTANT POWER PLANT OPERATOR

Replace the current test battery with the Plant Operator Selection System (passing score 8) in addition to the ACT requirement.

GAS SUPPLY COORDINATOR

Reduce the current test battery to the EEI CPT and TY1 (25 wpm).

MAINTENANCE ASSISTANT

Replace the current test battery with the EEI CPT and TY1 (25 wpm).

MATERIALSMAN

Replace the current test battery with the EEI CPT in addition to the FLO and TY1 requirement.

Amend Title 600, Exhibit VI-A, Procedures for Materials Training Program and Test Requirements, Section IV. Delete current language and add:

1. The test will be administered by the employee's Human Resources Department in accordance with the procedures established in the PGandE Typing Test Manual dated July 1979.

METER READER

Amend Exhibit A, Clerical and Meter Reader Test Batteries, Part F.2.(b): Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, with a passing score of 20 on EAS #2, Numerical Ability, or

ROUTINE HYDRO CLERK

Amend Title 600.12, Exhibit VI-L, Job Definitions and Lines of Progression for Routine Hydro Clerk, as follows: [Bracketed portions indicate deletions.]

0265 Routine Hydro Clerk

An employee who performs routine clerical work requiring a basic knowledge of established Hydro Department office procedures and elementary accounting principles; may operate PBX board. Must [have a high school education or its equivalent and] be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Hydro Clerk. When qualified, may be required to drive light Company vehicles.

ROUTINE PLANT CLERK

Amend Title 600.3, Exhibit VI-B, Job Definitions and Lines of Progression for Routine Plant Clerk, as follows:

0294 Routine Plant Clerk

An employee who performs routine clerical work requiring a basic knowledge of established Company steam plant office procedures and elementary accounting principles; may operate PBX Board or take readings during plant tests; in training for advancement to First Plant Clerk. Must [have a high school education or its equivalent and] be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Plant Clerk.

WORD PROCESSING OPERATOR

Replace 50 wpm typing requirement with 55 wpm to be consistent with other typist classifications.

Company also proposes to confirm aptitude and skills testing requirements for various beginning and prebiddable (promotional) classifications. The attached document describes Description of Tests, Testing and Retesting Provisions, and the specific requirements for new hires and employees by classification. This document should be used in conjunction with requirements listed in Exhibit A of the Clerical Agreement and Title 600 of the Physical Agreement.

Further, Company proposes to relax the retesting provisions for employees subject to demotion and/or displacement during the period of notice. Such employees shall be given an opportunity to qualify for a classification during the period of notice notwithstanding the period of time lapsed since the last attempt, providing such employees have not exhausted the number of attempts allowed. Where there is no limit to the number of attempts allowed (e.g., typing test), an employee may take the test as often as he/she is notified of displacement and/or demotion under the provisions of the respective agreement.

Company further proposes that the Parties mutually agree to the requirements listed on the Job Bidding Qualifications table in a separate agreement.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Bauer  
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

Jan 22, 1990

By Jack McKinley  
Business Manager

DMSIV:sc

## EXHIBIT I

### SECTION I

#### DESCRIPTION OF TESTS

<u>Name of Test</u>	<u>I.D.Code</u>
Appr. Communications Tech. Test	CTT
Appr. Electrical Tech. Test	ETT
Arithmetic Computation Test	ACT
Berger Test	BERG
Building Services Helper Test	BSH
DAT - Numeric Ability	DAT
EAS #1 - Verbal Comprehension	VC
EAS #2 - Numerical Ability	NM
EAS #5 - Space Visualization	SV
EAS #6 - Numerical Reasoning	NR
EAS #7 - Verbal Reasoning	VR
EEI Plant Operator Selection System	POSS
EEI Maintenance Aptitude Selection System	MASS
EEI Clerical Aptitude Test Battery	CPT
EEI Meter Reader Aptitude Test Battery	MRT
Fork Lift Operation	FLO
Guilford-Zimmerman Mechanical Knowledge	GZ
Keypunch Skills	KPT
Name Comparison	NC
Number Perception	NP
Number Series Completion	NSC
Radio Telephone Operator's License or Company-approved certification	FC2
Radiation Protection Monitor Test	RPM
Shorthand	SHT
Typing - 55 wpm	TY4
Typing - 50 wpm	TY3
Typing - 35 wpm	TY2
Typing - 25 wpm	TY1
Typing - PC	

Testing requirements apply to both hires and transfers unless a distinction is clearly specified.

Test Application - Transfers = T    Hires = H

SECTION II

TESTS FOR BARGAINING UNIT CLASSIFICATIONS

A. PHYSICAL CLASSIFICATIONS (See exceptions in Section III.A)

1. Entry Level Classifications with Test Requirements

<u>Classification Group</u>	<u>WHO</u>	<u>Rqmt. ID.</u>	<u>Passing Score</u>
Auxiliary Operator - Steam )	H/T	POSS	8
Asst. Power Plant Opr.- Steam }	H/T	ACT	30
Auxiliary Operator - DCPD	H/T	POSS	11
	H/T	ACT	30
Routine Hydro Clerk)	H/T	CPT	180
Routine Plant Clerk)	H/T	TY2	35wpm
Routine Field Clerk	H/T	CPT	180
	H/T	TY	15wpm
Helper-Building Services	H/T	NC	48
	H/T	EAS#2	15
	H/T	EAS#5	22
	H/T	NSC	9
Materials Man	H/T	CPT	160
	H/T	TY1	25wpm
	*H/T	FLO	80
Operator In Training	H/T	PTB	
	H/T	EAS #6	7
	H/T	EAS#7	6
	*H/T	ACT	30
Gas Supply Coordinator	H/T	CPT	160
	H/T	TY1	25wpm
Maintenance Assistant	H/T	CPT	160
	H/T	TY1	25wpm
Helper-Steam	H	MASS	88/200
	T	PTB	
All other Physical Classifications (except as noted in A2.)	H/T	PTB	

\*New Hires must satisfy requirement within first six months of employment.

Note: Physical Test Battery (PTB) consists of:

	PASSING SCORE
EAS #2 Numerical Ability	20
EAS #5 Space Visualization	22

2. Physical Classifications with no Testing Requirement

Attendant	Garage Attendant	Painter Helper
Camp Helper	Gardener	Utility Aide
Carpenter	Housekeeper	Waitress
Choreman	Janitor	Watchman
Cook's Helper	Janitress	
First Cook	Kitchen Helper	

3. Clerical Classifications (See exceptions in Section III.C)

<u>Classification Group</u>	<u>WHO</u>	<u>Rqmt. ID.</u>	<u>Passing Score</u>
Data Entry Operator	H/T	KPT	
Meter Reader	H/T	MRT	130
Reprographics Operator B	H/T	GZ	17
	H/T	NC	70
Typist Classifications	H/T	CPT	180
Word Processing Operator	H/T	*TY4	55wpm
Steno Classifications	H/T	CPT	180
	H/T	*TY3	50wpm
	H/T	*SHT	80wpm
All other Clerical classifications	H/T	CPT	180

\*See Section III, D.2 for employees who have previously qualified but have been out of a steno classification for more than 12 months.

SECTION III

GENERAL INFORMATION - TESTING POLICIES

A. TRANSFER TO ENTRY-LEVEL PHYSICAL BARGAINING UNIT JOBS

1. Transferees must qualify on the appropriate test battery. However, employees who passed the ten-test battery in effect between 1964 and 1967 are considered qualified for all classifications with the exception of AUXILIARY OPERATOR-DCPP.
2. Transferees from a job with no testing requirement (see Section II.A2) to a job having a testing requirement must qualify on the appropriate test battery.
3. General Construction transferees to entry-level classifications outside of General Construction must qualify on preemployment tests, in addition to any specific requirements listed in Title 600, Job Definitions and Lines of Progression. (See Section 205.22 of the Physical Agreement.)
4. There is no testing requirement for employees who bid down within a line of progression.

5. Transferees from jobs having a testing requirement are considered to be qualified on that same requirement.

**B. REQUIREMENTS FOR NON-ENTRY LEVEL PHYSICAL JOB CLASSIFICATIONS**

1. If the classification sought is an apprentice or journeyman classification, all applicants (including new hires) must be given the negotiated Qualifying Examination. In the absence of a Journeyman Qualifying Examination, the appropriate apprenticeship or training qualifying examination shall be given (Subsection 205.13(b) of the Physical Agreement).
2. If the applicant to the classification is an employee of General Construction see Section 205.22 of the Physical Agreement.
3. In all other cases, there is no testing requirement unless tests have been specifically established for the classification sought. See exceptions for specific classifications in Title 600 Job Definitions and Lines of Progression.

**C. TRANSFERS TO ENTRY-LEVEL CLERICAL BARGAINING UNIT JOBS**

1. Transferees must qualify on the appropriate test battery, with the following exceptions:
  - a) An employee who passed an earlier negotiated clerical test battery, prior to July 1, 1986, is considered to be qualified.
    - i. Took the six-test battery in effect in 1967.
    - ii. Scored: 70 on Name Comparison and 20 on EAS #2.
    - iii. Scored 86 on Number Perception and 14 on DAT.
  - b) Transferees from jobs having a test requirement are considered to be qualified on that same requirement.
2. Transferees from classifications having no clerical function (e.g., Data Entry Operator) must qualify on appropriate clerical test.
3. See Exhibit A of the Clerical Agreement for information on:
  - a) Clerical and Meter Reader Test Batteries
  - b) Service Representatives' Training Program
  - c) Sr. Service Representatives' Training Program

**D. TESTING POLICIES APPLICABLE TO BOTH PHYSICAL AND CLERICAL CLASSIFICATIONS**

1. An employee who passes an aptitude test never has to requalify on that particular test (unless a higher passing score is negotiated with no grandfather clause.)
2. A transferee from a job not requiring a shorthand skill to a job requiring that skill may be required to pass the appropriate skill test within one year prior to the vacancy.

3. An employee should not be bypassed without having an opportunity to pass a test if:
  - a) the employee has not been officially notified of the test requirement; or
  - b) the employee has a request on file to take the test and Company has failed to provide an opportunity for the employee to meet the requirement.
4. A total of two attempts is permitted on any aptitude test, with the exception of the POSS and A.C.T. tests, with a minimum three-month separation between attempts for employees and six-month separation between attempts for applicants. The minimum separation requirement differs for some negotiated tests, such as for the POSS, which is one year and the A. C. T., which provides for intervals varying on probationary status of employee and the attempt number.
5. There is no limit to the number of attempts permitted on skills' tests (e.g., typing, shorthand). However, the time intervals between attempts should be observed. Exception: Employees who are subject to demotion or layoff and who are on notice of such impending action shall be allowed an attempt during the period of notice regardless of interval from last attempt. This exception shall be restricted to one attempt per notice period.



**PGandE TYPING TEST MANUAL**

**Prepared by:  
Personnel Research Section  
Personnel Relations Department  
July 1979**

# PGandE TYPING TEST MANUAL

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## REVISED PGandE TYPING TEST BATTERY

### DEVELOPMENT

The revised typing test battery is the result of extensive research performed within the Company. This research included the collection of several hundred letters and reports actually typed at PGandE, a survey of a large number of PGandE typists and their supervisors regarding the amount and kind of typing performed in the Company, analyses of estimated typing requirements obtained from Office Services supervisors, and the experimental testing of a substantial number of PGandE employees.

### TESTS IN THE BATTERY

The entire battery consists of a practice test, a production test, and two letters. The number and type of tests administered depends upon the job applied for, the examinee's performance, and local considerations. There are two forms of the test battery – FORM A and FORM B.

#### PRACTICE TEST

The practice test is a five-minute test administered at the start of the testing session. Its purpose is to serve as warmup and to familiarize the examinee with the machine and the testing procedure. The practice test is not scored.

#### PRODUCTION TEST

The production test is a five-minute timed test in which the examinee is required to copy, line for line, a page from a report. The scores on the test are "pass," "close," or "fail," depending upon the amount of material typed and the number of errors committed.

#### LETTERS

The two letters are tests without time limits in which the examinee copies the letter to completion. The scores are "pass," "close," or "fail," (on the first letter) and "pass" or "fail," (on the second letter), depending upon the time to completion and the number of errors committed.

### ADVANTAGES OF THE REVISED BATTERY

The revised test battery is in several ways an improvement over the old typing test. First, the content of the revised tests is more representative of the work actually performed within the Company. Second, since the revised battery consists of several different tests, there is no longer the problem of repeatedly giving the same test upon retesting. Third, the revised test battery is easier to score since no computations are required.

## ADMINISTRATION

### MATERIALS AND GENERAL CONSIDERATIONS

Before administering the test battery, the examiner should be thoroughly familiar with the test materials and with the directions for administration. In addition to the test materials, the examiner must have a stop watch and should have an interval timer. Accurate timing is essential in order to obtain valid scores.

An IBM selectric typewriter will be used during testing. It is the examiner's responsibility to ensure that the typewriter is in proper working condition. A typing stand should also be made available. During testing, the examinee may either put the test on a flat surface or place the test on a typing stand, depending upon individual preference.

Instructions to the examinee should be read at a moderately slow rate, with appropriate pauses to permit the examinee to carry out any indicated operations.

After the testing session is over, collect all test materials. Do not permit the examinee to take any of the materials out of the testing room. Make sure that the test papers are properly identified.

### ORDER OF ADMINISTRATION OF TESTS

TYPYST AND STENO APPLICANTS	FORM A	FORM B
1. Practice Test	"The Donahues. . ."	"The Donahues. . ."
2. Production Test	"Most reports. . ."	"Several reports. . ."
3. First Letter	Stockwell Letter	Bianco Letter
4. Second Letter	Henderson Letter	Petrishan Letter

### MATERIALSMAN APPLICANTS

— 1. Practice Test	"The Donahues. . ."	"The Donahues. . ."
2, 3, 4. Production Test	"Most reports. . ."	"Several reports. . ."

Note: The Practice and Production tests have five-minute limits; the letters are typed to completion.

### ADMINISTRATION SEQUENCES FOR ENTIRE BATTERY

The nature of the testing battery allows two different sequences of administration depending upon when the tests are scored.

**SEQUENCE 1:** Tests are scored immediately after completion.

1. Administer practice test.
2. Administer production test and score. If examinee passes or fails, the testing session is over.

## MATERIALSMAN APPLICANTS

### ADMINISTRATION SEQUENCE 1:

The typing tests you will be taking consist of a practice test followed by a production test. If you definitely pass or fail the production test, the testing session is over. If you come close to passing the production test, you will be given a second attempt. If you definitely pass or fail the second attempt, the testing session is over. If you come close to passing on the second attempt, you will be given a third attempt. Do you have any questions?

### ADMINISTRATION SEQUENCE 2:

The typing tests you will be taking consist of a practice test followed by three consecutive five-minute tests. There will be a one-minute rest period between each test.

**INSTRUCTIONS FOR EACH TEST:** These instructions apply to both FORMS A and B.

#### PRACTICE TEST

Set the left-hand margin fifteen spaces from the left edge and the right margin five spaces from the right edge. Set one tab for a ten-space paragraph indentation. Set the machine for single spacing. (Note: Demonstrate the tab, margin and space-setting procedures to examinees unfamiliar with the machine.)

This practice test is to help you become familiar with the machine and the testing procedure. Type the copy line for line, exactly as it is printed. Both speed and accuracy are important, but accuracy is more important than speed. Type as though you are trying to make a final copy of the page under some time pressure. Do *not* correct errors.

You will have up to five minutes to practice. If you finish the page before time is called, say "finished" and I will stop the watch.

Ready? Begin. (Start watch or timer)

(Stop after *five* minutes if not completed)

#### PRODUCTION TEST

On this test, copy the material exactly as you see it. Double-space between paragraphs. If you reach the end of the page, say "finished" and I will stop the watch. Otherwise, type until I stop you. Both speed and accuracy are important, but accuracy is more important than speed. Type as though you are trying to make a final copy of the page under some time pressure. Do *not* correct errors.

Ready? Begin. (Start watch)

(Stop after *five* minutes if not completed)

#### FIRST LETTER

Clear the existing tab and set tabs 7, 11, 35 and 41 spaces from the left margin. (Note: Provide assistance if necessary).

## SCORING

### PASS/FAIL DETERMINATION FOR EACH TEST

#### PRODUCTION TEST

1. Using Production Test Scoring Key (Appendix 3 or 4), determine number of lines and zones completed.

Note: Make sure examinee has not skipped or repeated lines in the passage. If lines have been repeated or omitted:

- a. Subtract one line completed for each line omitted.
  - b. Add one line completed for each line repeated.
2. Count number of errors (see Appendix 8: Rules for Scoring Typographical Errors).
  3. Refer to Appendix 5: Passing requirements: Production Test.
    - a. Locate appropriate column depending on job applied for and attempt number:

TYPIST  
STENO  
MATERIALSMAN – First attempt  
MATERIALSMAN – Second and third attempts

- b. Locate row corresponding to number of errors.
- c. Compare lines and zones completed to appropriate line-and-zones entry in table
  1. If amount completed is equal to or greater than the table entry, the examinee has *passed*.

Example: Typist applicant has committed eight errors. Referring to Appendix 5, the applicant must have completed at least 27 full lines and 8 zones of the 28th line in order to pass.

2. If amount completed is equal to or greater than the table entry for four fewer errors, the examinee is *close*.  
(Note: Use entry for zero errors if fewer than four errors committed).

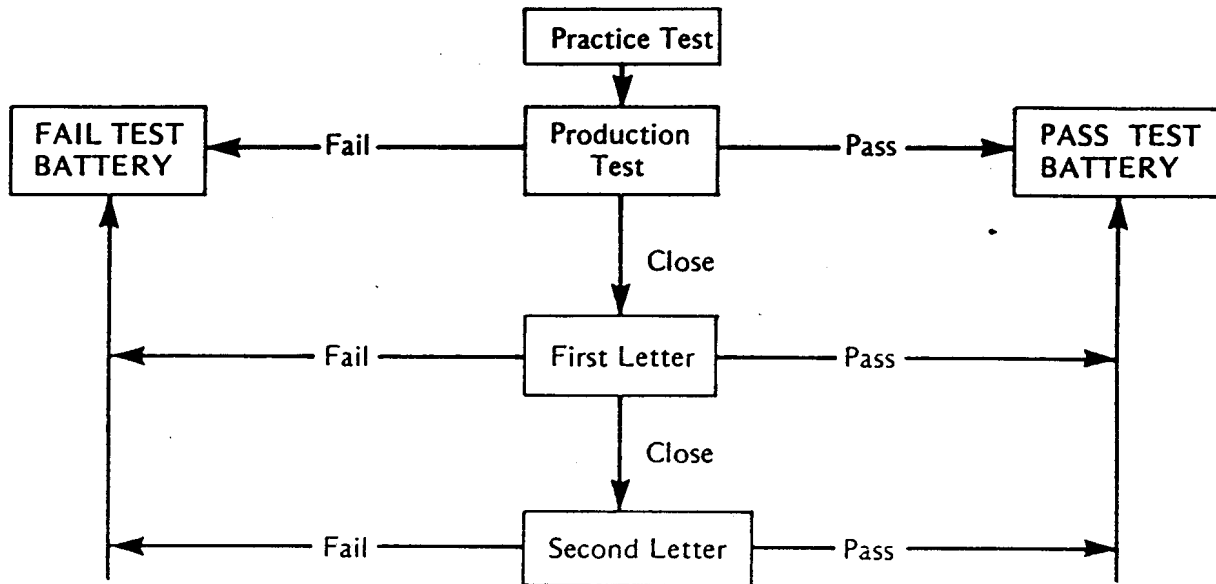
Example: Typist applicant has completed 26 lines and 10 zones of 27th line and has made 10 errors. Since amount completed is less than 28 lines and 7 zones (table entry for 10 errors), applicant has not passed. However, applicant is *close* because amount completed is more than 26 lines and 2 zones (table entry for six errors).

3. Otherwise the examinee has *failed*.

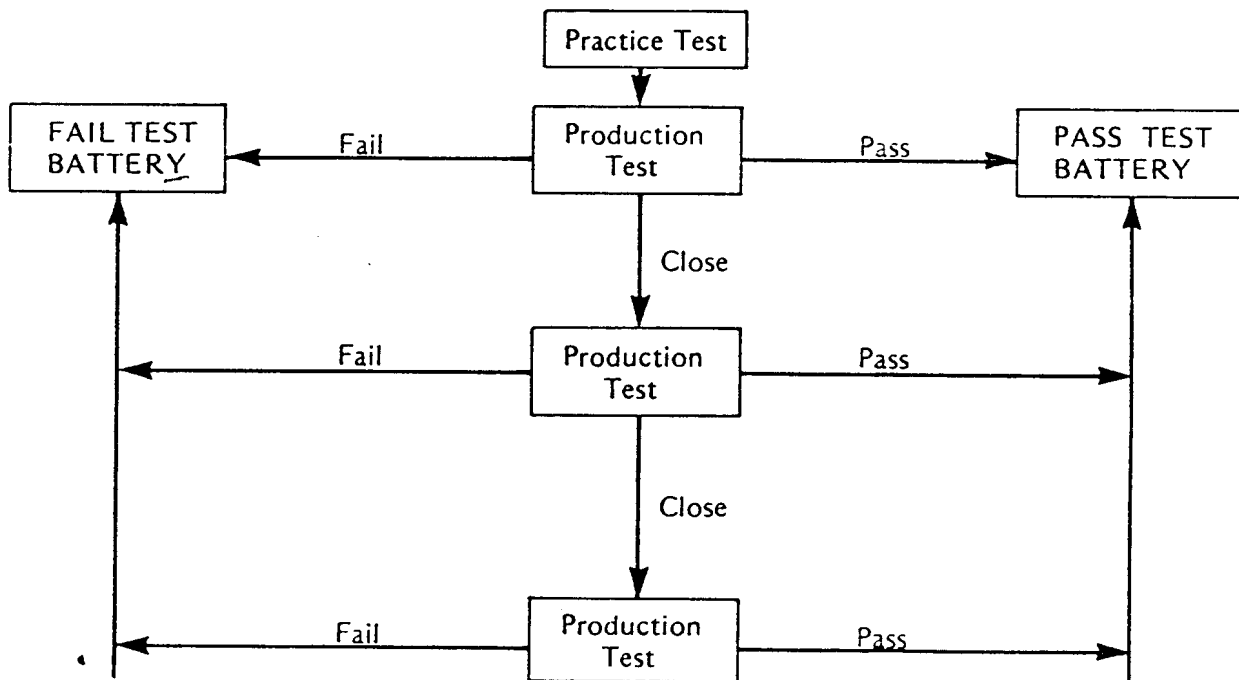
PASS/FAIL DETERMINATION FOR ENTIRE BATTERY

- SCHEMATIC OF OVERALL POLICY

TYPISTS AND STENOS



MATERIALSMAN



## RECORDING TEST RESULTS

### PROCEDURES

1. Post test information on typing test log (see following instructions).
2. Post test information on application (see following instructions).
3. Staple all tests (including practice test) for an examinee together and attach to back of application.
4. After page of typing test log has been filled, send copy to:

Personnel Research Section  
Room 934  
245 Market Street  
San Francisco

### POSTING RESULTS ON TYPING TEST LOG (APPENDIX 7)

Print:

1. Name (Last, First)
2. Social Security Number
3. Eth – Ethnic Code (0 = Other, 1 = Black, 2 = Asian, 3 = Native American, 4 = Spanish Surnamed)
4. Sex (M = Male, F = Female)
5. Date (Month, Day) (Year is entered in upper right corner of page)
6. Job – job applying for – (M = Materialsman, T = Typist, S = Steno, Ø = Other)
7. Form (A = FORM A; B = FORM B)
8. Production Test Results
  - Lines completed
  - Zones completed on next line
  - Number of errors
9. First Letter Results (or production test – 2nd attempt if entry under #6 – Job is 'M' [materialsman])
  - Minutes and seconds to completion (or lines and zones completed, if entry under #6 – Job is 'M' [materialsman])
  - Number of errors



**APPENDIX 5  
PASSING REQUIREMENTS: PRODUCTION TESTS**

**ENTRIES: Minimum number of Lines and Zones that must be completed in order to pass.**

Number of Errors	Typist		Steno		Materialsman-1st Attempt		Materialsman-2nd or 3rd Attempt	
	Lines	Zones	Lines	Zones	Lines	Zones	Lines	Zones
0	21	9	19	10	9	2	9	5
1	22	7	20	7	9	11	10	1
2	23	4	21	4	11	3	11	6
3	24	1	22	0	12	0	12	3
4	24	10	22	12	12	10	13	0
5	25	6	23	9	13	7	13	10
6	26	2	24	5	14	3	14	6
7	26	12	25	2	14	12	15	2
8	27	8	25	11	16	3	16	6
9	28	2	26	4	16	8	16	11
10	28	7	26	9	17	0	17	3
11	29	0	27	1	17	5	17	8
12	29	5	27	6	17	10	18	0
13	29	10	27	11	18	2	18	5
14	30	1	28	2	18	7	18	10
15	30	6	28	7	18	12	19	2
16	30	11	29	0	19	4	19	7
17	31	3	29	5	19	9	19	12
18	31	8	29	10	20	1	20	4
19	32	3	30	1	20	6	20	9
20	32	8	30	6	20	11	21	1
21	33	0	30	11	21	3	21	6
22	33	5	31	3	21	8	21	11
23	33	10	31	8	22	0	22	3
24	34	2	32	3	22	7	22	10
25	34	7	32	8	22	12	23	2
26	34	12	33	0	23	4	23	7
27	35	4	33	5	23	9	23	12
28	35	9	33	10	24	1	24	4
29	36	0	34	2	24	6	24	9
30	36	5	34	7	24	11	25	1
31	36	10	34	12	25	3	25	6
32	37	2	35	4	25	8	25	11
33			35	9	26	0	26	3
34			36	0	26	5	26	8
35			36	5	26	10	27	0
36			36	10	27	1	27	4
37			37	2	27	6	27	9
38					27	11	28	1
39					28	2	28	5
40					28	7	28	10
41					29	0	29	3
42					29	5	29	8
43					29	10	30	0
44					30	1	30	4
45					30	6	30	9
46					30	11	31	1
47					31	3	31	6
48					31	8	31	11

**APPENDIX 6**

**PASSING REQUIREMENTS: LETTERS**

Number of Errors	FIRST LETTER		SECOND LETTER	
	TYPIST	STENO	TYPIST	STENO
0	4' 07"	4' 32"	2' 48"	3' 05"
1	3' 48"	4' 13"	2' 34"	2' 51"
2	3' 29"	3' 54"	2' 20"	2' 37"
3	3' 10"	3' 35"	2' 06"	2' 23"
4	2' 51"	3' 16"	1' 52"	2' 09"
5	2' 32"	2' 57"	1' 38"	1' 55"
6	2' 13"	2' 38"	1' 24"	1' 41"
7	1' 54"	2' 19"	1' 10"	1' 27"
8	1' 35"	2' 00"	56"	1' 13"
9	1' 16"	1' 41"	42"	59"
10	57"	1' 22"	28"	45"
11	38"	1' 03"	14"	31"
12	19"	44"	-	17"

ENTRIES: Maximum allowable time to completion (in minutes and seconds) in order to pass.

APPENDIX 7  
TYPING TEST LOG

NAME		SOCIAL SECURITY Number	ETH	SEX	DATE		JOB	FORM	PRODUCTION TEST			FIRST LETTER			SECOND LETTER			P/F
Last	First				MO	DAY			Lines	Zones	Errors	Min	Sec	Errors	Min	Sec	Errors	

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## APPENDIX 8

### Rules for Scoring Typographical Errors

**GENERAL RULE** — Any word that is mistyped, misspelled, omitted, inserted, or changed in any way from the test copy is charged with an error. Any number, abbreviation, isolated character, or group of characters without spacing in the test copy is considered to be a single word in scoring typographical errors. Only one error may be charged against any one word. A few errors, specifically noted below, are not charged to any particular word.

**RETYPE LINES** — One error is charged for each line typed twice.

**LINES OMITTED** — One error is charged for each line omitted.

**HORIZONTAL SPACING** — One error is charged for each horizontal space omitted (e.g., words run together) or inserted. However, *no* error is charged if only one space (instead of two spaces) is inserted following the period at the end of a sentence.

**VERTICAL SPACING** — Failure to single-space or double-space between lines as indicated is an error.

**PUNCTUATION** — A word is charged with an error if its following punctuation mark is omitted, incorrectly made, or changed from the test copy.

**CROWDING AND PILING** — An error is charged if a portion of one character overlaps a portion of another, or extends into the space between words so that it would overlap a portion of any character that could be in that space.

**FAULTY SHIFTING** — Any character out of its proper vertical alignment is charged with an error.

**LOSS OF HOME POSITION** — One error is charged against each consecutive string of words in which there is loss of home position. (i.e., — fingers misplaced on keys)

**LEFT-MARGIN ALIGNMENT** — Except where indentation is indicated in the test copy, an error is charged against the first word in each line that does not begin flush with the left margin.

**SUBSTITUTIONS** — Each substitution of another word for a word in the test copy is an error.

**INSERTIONS** — The insertion of a word or group of words not in the test copy is an error charged against the inserted matter. No other errors are scored within the inserted matter.

**TRANSPOSITION** — The transposition of a word or group of consecutive words is an error. This error is not charged against any specific word.

**INDENTATION AND PARAGRAPHING** — Each failure to indent the first line of a paragraph when indentation is indicated in the test copy, is an error. Failure to start a new paragraph where one is indicated in the test copy is an error. Beginning a new paragraph where no paragraph is indicated is also an error. None of these errors is charged to a specific word.

## PACIFIC GAS AND ELECTRIC COMPANY

PGE

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

September 30, 1985

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:

This letter cancels and supersedes our letter dated June 19, 1985. As a result of a recent review of job bidding qualification requirements and our meeting on March 26, 1985, and subsequent discussions, Company proposes the following changes (we have attached a Qualification Description Table dated May 30, 1985, and a Job Bidding Qualifications Table dated June 6, 1985, for your use in interpreting the ALPHA/Numeric codes):

<u>Classification</u>	<u>Class. Code</u>	<u>Current Requirement(s)</u>	<u>Proposed Requirement(s)</u>
Credit Rep. & Meter Reader	2770	C3D	C3D, MRT
Terminal Operator	1835	PPT, VC, CPT	TOT
Traveling Helper	0963	PPT	PPT
Word Process. Operator-C/S	2731	WPS, CPT, TY3	WPS, CPT, TY3
Word Proc. Operator-Oper.	2732	WPS, CPT, TY3	WPS, CPT, TY3
Word Proc. Operator-Acct.	2733	WPS, CPT, TY3	WPS, CPT, TY3
Groundman	0910	CS1	CS1, PPT

In addition to the above changes, Company proposes to remove the preemployment physical aptitude test requirement for the following classifications:

Camp Helper, Kitchen Helper, Janitor, Utility Aid, Cook's Helper, Janitress, Watchman, Cook, Housekeeper, Waitress, and Gardener.

Employees who enter those classifications where there is no aptitude test requirement are subject to the appropriate test requirements for all other classifications.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *J. B. Bright*  
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

*Oct 31*, 1985

By *Jack McHenry*  
Business Manager