

1245

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LOCAL UNION

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205  
Testing  
Qualifications

December 28, 1990

IBEW

international  
Brotherhood of  
Electrical  
Workers, AFL-CIO

David J. Bergman  
Consultant/Supervisor  
Industrial Relations Department  
Pacific Gas & Electric Co.  
215 Market St.  
San Francisco, CA 94106

Jack McNally  
Business Manager

Howard Stiefer  
President

Dear Mr. Bergman:

IBEW, Local 1245 has reviewed the material you recently gave me concerning the EEI CAST testing program.

It is our understanding such testing would only apply to potential new hires and shall not apply to employees covered by the IBEW bargaining unit.

Yours truly,



Darrel Mitchell  
Senior Assistant  
Business Manager

cc: Ken Ball  
Ron Fitzsimmons  
Dorothy Fortier  
Karen Kiley  
Roger Stalcup

DM:lm

Date: June 26, 1990  
To: VARIOUS  
From: DISTRIBUTION HUMAN RESOURCES  
Subject: EEI CAST Testing Program

File #:



REGION VICE PRESIDENTS  
DICK DRAEGER  
BILL MAZOTTI  
TOM O'CONNOR:

EEI has completed a three-year study to develop selection standards for entry-level Line, Electric Meter and Substation Maintenance classifications. PG&E and 33 other companies participated in this effort. The study involved several steps, shown in Attachment 1, which culminated in the EEI Construction and Skilled Trades (CAST) test battery. The tests measure mechanical aptitude/knowledge, reading comprehension, reasoning, and mathematical ability. The study showed these tests are job-related according to the federal Uniform Guidelines on Employee Selection Procedures (1978). Use of the tests will increase the chances of hiring productive, trainable, and promotable employees who will be less likely to resign, transfer or be terminated due to deficiencies in job-related aptitudes.

The CAST tests will replace a two-test battery that has been in effect since 1967. This change, however, will in two ways increase the workload needed to find qualified candidates. First, the new tests require more time to administer (two hours rather than 30 minutes). Second, passing rates are projected to drop from 57% to about 35%, which may make it more difficult to fill vacancies on a timely basis. Costs associated with these factors, however, are more than offset by the benefits of improved selection. Given national trends of companies streamlining to become more efficient while jobs are becoming increasingly technical and sophisticated, it is more critical now than ever before that we utilize practical and effective methods to hire people likely to be successful in our lines of work.

The new program requires training of test administrators in local H.R. offices. John Schnorr of Human Resource Services will conduct the training according to the proposed schedule shown in Attachment 2, and he will contact Region H.R. Managers to discuss arrangements. By August 1, 1990, the CAST battery should be used systemwide to select new Groundmen, Electric Meter Helpers, and Substation Maintenance Helpers.

The CAST battery can be expected to serve PG&E well for many years to come by helping to ensure that vacancies in some of our key entry-level jobs are filled by qualified personnel. Your support of this new program will be greatly appreciated.

  
BOB TAYLOR

cc: Region H.R. Managers      Virgil Rose  
    Division Managers        Rod Maslowski  
    Division H.R. Managers    Ed Hubacher

# ATTACHMENT 1: STEPS IN EEI CAST STUDY

## 1. Literature Review

Previous studies of similar jobs concluded tests of several abilities (e.g., mechanical, numerical) were job-related.

## 2. Job Analyses

a. Inventory of tasks and required abilities was developed based on job descriptions and meetings with employees.

b. 2,200 employees (60 at PG&E) completed inventory, indicating which of 250 activities/tasks they performed, importance of tasks to their jobs, and which of 130 skills and abilities they believed were required to perform the tasks.

## 3. Development and Validation of Tests

a. Based on literature review and job analysis findings, nine theoretically job-related tests were developed.

b. Tests were administered to 2,800 employees (98 at PG&E).

c. Examinees' job performance was rated by supervisors.

d. Relationship between test scores and job performance ratings was analyzed to identify job-related tests, determine how to combine tests into a battery, and make sure the recommended battery met legal requirements.

## 4. Test Implementation

a. EEI test specialists and legal counsel reviewed and approved written reports of findings; EEI selected a test publisher.

b. Companies submit document for EEI's approval on how tests will be used (i.e., jobs applied to; passing scores).

c. After EEI's approval, companies order test supplies, train administrators and begin testing.

## ATTACHMENT 2

### EEI CAST TRAINING SCHEDULE

<b>Date</b>	<b>Location</b>	<b>Time</b>
Wednesday, July 11	Chico	2:00 - 4:00
Thursday, July 12	Sacramento: Certification training	8:30 - 3:00
	CAST training	3:00 - 5:00
Friday, July 13	Stockton	8:30 - 10:30
Monday, July 16	Concord	8:30 - 10:30
Monday, July 16	Hayward	2:00 - 4:00
Tuesday, July 17	San Rafael	8:30 - 10:30
Tuesday, July 17	Santa Rosa	2:00 - 4:00
Wednesday, July 18	San Francisco: Certification training	8:30 - 3:00
	CAST training	3:00 - 5:00
Monday, July 23	Fresno	8:30 - 10:30
Monday, July 23	San Luis Obispo	3:00 - 5:00
Tuesday, July 24	Salinas: Certification training	8:30 - 3:00
	CAST training	3:00 - 5:00
Wednesday, July 25	San Jose	8:30 - 10:30
Wednesday, July 25	Belmont	2:00 - 4:00