

December 22, 1978 - 374

WHEREAS, The Pennsylvania Labor Relations Board in its order dated September 5, 1978, directed that the Liquor Store Clerk 2 class be placed in the Liquor Store Clerks non-supervisory unit; and

WHEREAS, The Commonwealth and the Retail Clerks Union, Pennsylvania State Store Organizing Committee, AFL-CIO, have agreed on the pay increases and pay structure for the Liquor Store Clerk 2 class for fiscal year 1978-79, and will amend the Liquor Store Clerks' collective bargaining agreement to include the Liquor Store Clerk 2 class; and

WHEREAS, The present collective bargaining agreement dated August 25, 1978, stipulates a general pay increase effective January 1, 1979, that is consistent with the pattern of pay increase applied to the Commonwealth Standard Pay Schedule; and

WHEREAS, The present collective bargaining agreement stipulates that a class named Liquor Store Wholesale Clerk shall be established effective January 1, 1979, and employees in this class shall be paid the same pay range as that paid to the Liquor Stock Clerk class; therefore, be it

RESOLVED, That in accordance with Section 709(a) of the Administrative Code of 1929, the action of this Board taken July 13, 1956, approving the Compensation Plan for the Commonwealth effective August 1, 1956, be amended to provide for attached amendment No. 374 and the Liquor Store Clerks Pay Schedules, amended effective July 1, 1978, to add the Liquor Store Clerk 2 class, and revised effective January 1, 1979, to add the Liquor Store Wholesale Clerk class and implement the general pay increase; and be it further

RESOLVED, That employees allocated to the Liquor Store Clerk 2 class prior to or on the date that the agreement is signed, and those employees whose allocation is delayed due to the disposition of Labor Relations Board Case PERA-U-8749-C, shall be placed at Step E of the Liquor Store Clerk 2 pay range; and be it further

RESOLVED, That employees other than those mentioned above who are promoted to the Liquor Store Clerk 2 class shall be placed at a pay step in accordance with their length of service; and be it further

RESOLVED, That employees in an active pay status in the above employe unit shall receive the general pay increase effective January 1, 1979, without changes in their anniversary dates; and be it further

RESOLVED, That employees on leave without pay shall receive the appropriate general pay increases upon return to active pay status; and be it further


Secretary

RESOLVED, That notice of proposed rule making pursuant to Sections 201 and 202 of the Commonwealth Documents Law (45 P.S. Sections 1201 and 1202) is omitted in accordance with Section 204 CDL (45 P.S. Section 1204) as this resolution relates only to Commonwealth organization, management or personnel matters.

[Signature]
Chairman

[Signature]
Attorney General

[Signature]
Secretary of Revenue

[Signature]
Secretary of Education

[Signature]
Secretary of Labor & Industry

[Signature]
Insurance Commissioner

[Signature]
Secretary of the Commonwealth

[Signature]
Secretary

Executive Board Amendment 374

Addition

<u>Class Code</u>	<u>Class Title</u>	<u>Full-Time Bi-weekly</u>	
		<u>Minimum</u>	<u>Maximum</u>
0218	Liquor Store Wholesale Clerk	\$336.75	\$498.75

COMMONWEALTH OF PENNSYLVANIA
LIQUOR STORE CLERKS PAY SCHEDULE
EFFECTIVE JULY 1, 1978 (amended)

SCHEDULE M

Pay Range Number	Start Step	3 Mos. Step A	6 Mos. Step B	12 Mos. Step C	24 Mos. Step D	36 Mos. Step E
M01	Liquor Store Sales Cashier					
	Intermittent Liquor Store Sales Cashier					
	4.12	4.36	4.75	5.10	5.97	6.18
	Hourly					
	309.00	327.00	356.25	382.50	447.75	463.50
	Bi-weekly					
	8,059.00	8,528.00	9,291.00	9,976.00	11,677.00	12,088.00
	Annual*					
M02	Liquor Store Clerk 1					
	Intermittent Liquor Store Clerk					
	4.22	4.51	4.89	5.25	6.12	6.33
	Hourly					
	316.50	338.25	366.75	393.75	459.00	474.75
	Bi-weekly					
	8,254.00	8,822.00	9,565.00	10,269.00	11,971.00	12,381.00
	Annual*					
M03	Liquor Stock Clerk					
	Liquor Stock Clerk Part-time					
	4.38	4.68	5.06	5.41	6.27	6.49
	Hourly					
	328.50	351.00	379.50	405.75	470.25	486.75
	Bi-weekly					
	8,567.00	9,154.00	9,897.00	10,582.00	12,264.00	12,694.00
	Annual*					
M07	Liquor Store Clerk 2					
	Hourly					
			5.57		6.50	6.72
	Bi-weekly					
			417.75		487.50	504.00
	Annual*					
			10,895.00		12,714.00	13,144.00

*Approximate annual rate is derived by multiplying the bi-weekly rate by 26.08 and rounding to the nearest dollar.

COMMONWEALTH OF PENNSYLVANIA
LIQUOR STORE CLERKS PAY SCHEDULE
EFFECTIVE JANUARY 1, 1979

SCHEDULE M

Pay Range Number	Start Step S	3 Mos. Step A	6 Mos. Step B	12 Mos. Step C	24 Mos. Step D	36 Mos. Step E
M01	Liquor Store Sales Cashier					
	Intermittent Liquor Store Sales Cashier					
	4.22	4.47	4.86	5.22	6.11	6.32
Hourly						
Bi-weekly	316.50	335.25	364.50	391.50	458.25	474.00
Annual*	8,254.00	8,743.00	9,506.00	10,210.00	11,951.00	12,362.00
M02	Liquor Store Clerk 1					
	Intermittent Liquor Store Clerk					
	4.33	4.62	5.01	5.38	6.26	6.49
Hourly						
Bi-weekly	324.75	346.50	375.75	403.50	469.50	486.75
Annual*	8,469.00	9,037.00	9,800.00	10,523.00	12,245.00	12,694.00
M03	Liquor Stock Clerk					
	Liquor Stock Clerk Part-time					
	Liquor Store Wholesale Clerk					
	4.49	4.79	5.18	5.54	6.43	6.65
Hourly						
Bi-weekly	336.75	359.25	388.50	415.50	482.25	498.75
Annual*	8,782.00	9,369.00	10,132.00	10,836.00	12,577.00	13,007.00
M07	Liquor Store Clerk 2					
	Hourly					
	Bi-weekly					
	Annual*					
	5.71	6.66	6.88	6.88	6.88	6.88
	428.25	499.50	516.00	516.00	516.00	516.00
	11,169.00	13,027.00	13,457.00	13,457.00	13,457.00	13,457.00

*Approximate annual rate is derived by multiplying the bi-weekly rate by 26.08 and rounding to the nearest dollar.

Definition: This is routine specialized manual and clerical sales work in receiving, storing, selling and accounting for stock in a wholesale state liquor store.

Employees in this class are responsible for rendering prompt, courteous service to licensees and wholesale customers and for carefully and accurately maintaining detailed cash and stockkeeping records. Work involves receiving licensee and wholesale customer orders by phone, or in person, translating stock code numbers, and informing customers of availability or non-availability, prices, and discounts and completing the transaction. Work also requires manual labor handling cases of liquor in unloading shipments, placing cases in storage bins in code order, assembling and packing cases per customer order for the time and date specified, and loading orders in delivery trucks or customer vehicles. Employees will be required to work alternating Saturdays. Work is reviewed by means of verbal and written communications for conformance to established operational standards.

Examples of Work: Answers telephone to receive licensees' orders or receives the order in person; orders, prepares necessary paperwork, fills orders, packages merchandise, makes change, and rings up sale on cash register.

Operates a cathode-ray tube to prepare orders for picking; contacts customers for non-availability of stocks; prepares control receipt for orders.

Withdraws merchandise from stock, checking for required commodity, size, and lot from computer print-outs and/or other official documents. Writes, computes price, assembles, checks, and completes retail and wholesale discount sales.

Unloads stock from delivery trucks and stores merchandise in proper storage places; loads stock into delivery trucks and customers' vehicles. Prepares routine daily, semi-monthly and monthly reports, accounting for cash and merchandise received and sold.

Assists in the processing of saleable and unsaleable merchandise. Assists customers with heavy or multiple package merchandise.

Arranges stock in bins, replenishes supply, and takes inventory. Performs such work as tallying daily wholesale sales, making trips to the bank for change, dusting merchandise, and attending to the general custodial cleaning of the store.

Performs related work as required.

Required Knowledges, Skills, and Abilities: Knowledge of storeroom methods and sales procedures.

Knowledge of the code numbers for the various types of merchandise. Skill in packing goods properly for transporting to licensees' establishments.

Ability to establish and maintain effective working relationships with employees and to meet and deal with licensees and the general public courteously and tactfully.

Ability to keep neat and accurate stock control records. Ability to operate a standard cash register and make simple arithmetical computations with speed and accuracy.

Sufficient physical strength and freedom from disabling defects to permit the lifting and moving of heavy objects, such as full cases containing alcoholic beverages, for prolonged periods.

Minimum Experience and Training: Six months of sales-clerical work in a state operated liquor store, and graduation from high school.