

PACIFIC GAS AND ELECTRIC COMPANY
General Rate Case 2011 Phase I
Application 09-12-020
Data Response

PG&E Data Request No.:	DRA_245-05		
PG&E File Name:	GRC2011-Ph-I_DR_DRA_245-Q05		
Request Date:	April 1, 2010	Requester DR No.:	DRA-245-DFB
Date Sent:	April 8, 2010	Requesting Party:	DRA
PG&E Witness:	Linda Cheng	Requester:	Donna Fay Bower

**SUBJECT: PG&E CORPORATION CHAIRMAN OF THE BOARD, CEO & PRESIDENT'S OFFICE,
PG&E PRESIDENT'S OFFICE AND CORPORATE SECRETARY DEPARTMENT COSTS**

QUESTION 5

How did PG&E determine that charges for Administrative Clerk's time was 21% for receptionist coverage at One Market equates to 437 hours? Provide the supporting documentation that supports this calculation the allocation of time.

ANSWER 5

The Administrative Clerk provides receptionist coverage for each employee that is housed at One Market. At the time of the calculation, there were a total of 186 employees: 39 PG&E Corporation employees (21%) and 146 Utility employees (79%). We calculated that 21% of the time, the Administrative Clerk would be answering the phone for a PG&E Corporation employee. The Administrative Clerk works a total of 2,080 hours in a year; 21% of 2,080 hours is 437 hours.