



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

February 20, 2017

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number **161491**

The following classification and pay recommendations were approved by the City Service Commission on **February 7, 2017**.

In Department of Administration - CDGA, one new position was recommended for classification to Continuum of Care Specialist, Pay Range 2EX.

In the Department of Public Works – Water Works, two new positions were recommended for classification to Municipal Services Electrician, PR 7QN.

In the Employees' Retirement System one position of Pension Accounting Specialist, PR 2GX, was recommended for reclassification to Pension Accounting Manager, PR 1EX.

In the Health Department, several classifications and pay recommendations were recommended for Chemists, Microbiologists, and Virologists due to market rate study.

Sincerely,

**Maria Monteagudo**  
Employee Relations Director

MM:few

Attachments: 3 Job Evaluation Reports  
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Bill Christianson, Molly King, Nicole Fleck, Sharon Robinson, Steven Mahan, Darlene Hayes, Carrie Lewis, Ghassan Korban, Laura Daniels, Dan Thoomas, Mark Scheller, Dawn Crowbridge, Shannon Goodwin, Bernard Allen, Melody Johnson, Bevan Baker, Sandra Rotar, David Piedt, Barbara Henry, and Lori Hoffman



**Job Evaluation Report**

City Service Commission Meeting: February 7, 2017

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for new positions. In reviewing these positions staff analyzed job descriptions and held discussions with management representatives. The following chart summarizes the recommended classifications.

**Department of Administration – Community Development Grants Administration**

Current/Request	Recommendation
Continuum of Care Specialist PR 2EX (\$48,670 - \$63,426) One New Grant-Funded Position (File #161273)	Continuum of Care Specialist PR 2EX (\$48,670 - \$63,426) One New Position

**Department of Public Works – Water Works**

Current/Request	Recommendation
Municipal Services Electrician PR 7QN (\$63,169 - \$72,221) Two New Positions created in 2017 Budget	Municipal Services Electrician PR 7QN (\$63,169 - \$72,221) Two New Positions

**ACTION REQUIRED**

In the Salary Ordinance, under Pay Range 2EX, add the title "Continuum of Care Specialist".

**DEPARTMENT OF ADMINISTRATION – COMMUNITY DEVELOPEMNT GRANTS ADMINISTRATION**

Request	Continuum of Care Specialist	PR 2EX (\$48,670 - \$63,426)	One New Grant-Funded Position (File #161273)
Recommendation	Continuum of Care Specialist	PR 2EX (\$48,670 - \$63,426)	One New Position

The Department of Administration – Community Development Grants Administration has received grant funding from the United States Department of Housing and Urban Development (HUD) for the Continuum of Care Program (CoC). The City of Milwaukee is the lead Agency for this Program which serves as the primary decision-making entity for homeless service issues in Milwaukee County. File #161273 includes a resolution for accepting this funding that was approved by the Community and Economic Development committee meeting on January 25, 2017.

The resolution also included the creation of a new position. The basic function of this position is to independently provide dedicated support to the CoC monthly meetings for the Provider Advisory Committee, Board of Directors, and the full membership; coordinate and attend community and region-wide discussions to implement and sustain financial leveraging, housing, and services for homeless individuals and families; participate in region-wide meetings with the State of Wisconsin Continuum of Care Program; implement a CoC region-wide process; work with homeless housing and service providers, and key community partners in compiling performance achievements for use in the annual Notice of Funding Availability (NOFA) application. Duties and responsibilities include the following:

- 40% Staff the CoC Provider Advisory Committee, Board of Directors and full membership; schedule and coordinate meetings and agendas; prepare and distribute minutes; provide staff support to subcommittees;

- organize planning meetings for the annual NOFA application; maintain all CoC documents; and maintain Committee calendars.
- 30% Coordinate the semi-annual Point-In-Time event and the annual Project Homeless Connect event; coordinate all volunteers, warming room sites, shelter hygiene packets, and any community and neighborhood engagement activities; and submit press releases for the events.
- 15% Work with HUD and the CoC providers on CoC federal regulations; and maintain and update the CoC Governance Charter, policies, and written standards; and maintain and update the CoC website.
- 15% Interact with the CoC Homeless Management Information System (HMIS) provider and the Coordinated Entry provider to ensure compliance with HUD requirements; recommend trainings and speakers for the CoC provider meetings; and perform other duties related to the CoC program and the NOFA application.

Requirements include a bachelor's degree in public administration, business administration, urban planning, or related field. Equivalent combinations of education and experience may also be considered. Other requirements include an ability to communicate clearly and effectively orally and in writing, to be organized and handle multiple priorities, and to utilize related computer software programs. These requirements have not been assessed by the Staffing Division.

To review this position, comparisons were made to other City positions including the following:

Equal Rights Specialist in PR 2EX (\$48,670 - \$63,426)

This position provides dedicated support to the Equal Rights Commission (ERC) and assists in carrying out related Department of Administration initiatives by performing research and engaging in community outreach. Duties include staffing the ERC and coordinating meetings and agendas; serving as a liaison to other Commissions, including the Milwaukee County Human Rights Commission, and to other City departments to establish an accountability structure in relation to equal access to programs and services; coordinating the ERC's participation in community activities and events; and screening and processing discrimination complaints pursuant to applicable provisions of the Milwaukee Code of Ordinances.

Health Project Coordinator in PR 2EX (\$48,670 - \$63,426)

There are several Health Project Coordinator positions that focus on a particular area such as childhood wellness or violence prevention. Generally, these positions are responsible for program management, coordination and administration, and serving as a liaison with community organizations and the general public.

The level of this new position is comparable to the positions listed above as it will also perform similar functions including staffing the CoC Provider Advisory Committee and subcommittees, coordinating and administering related community events, participating with the State of Wisconsin Continuum of Care Program, and working with homeless housing and service providers, and key community partners, in compiling performance achievements for use in the annual Notice of Funding Availability. Other positions at this level include Administrative Specialist – Senior and Community Outreach Liaison. The requested title of Continuum of Care Specialist is descriptive of the work that this position will be performing. We therefore recommend that this new position be classified as "Continuum of Care Specialist" in Pay Range 2EX (\$48,670 - \$63,426).


**DEPARTMENT OF PUBLIC WORKS – WATER WORKS**

Request	Municipal Services Electrician	PR 7QN (\$63,169 - \$72,221)	Two New Positions Created in 2017 Budget
Recommendation	Municipal Services Electrician	PR 7QN (\$63,169 - \$72,221)	Two New Positions

These two new positions were created in the 2017 budget to install, repair and maintain electrical wiring and equipment, such as pumps, motors, generators, and automated equipment. These duties and responsibilities are consistent with the six current positions of Municipal Services Electrician in the DPW-Water Works. We therefore recommend these two new positions be classified as Municipal Services Electrician in Pay Range 7QN (\$63,169 - \$72,221).

Prepared By:   
Sarah Trotter, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: February 7, 2017

**Employees' Retirement System**

Current	Request	Recommendation
Pension Accounting Specialist PR 2GX (\$51,469 - \$72,063)	Investments and Financial Services Coordinator PR 2IX 9(\$58,462 - \$81,844)	Pension Accounting Manager PR 1EX (\$58,462 - \$81,844)

**Action Required**

In the Positions Ordinance, under Employees' Retirement System, Fiscal Services, delete one position of "Pension Accounting Specialist" and add one position of "Pension Accounting Manager".

**Background**

The Director of the Employees' Retirement System has requested that a vacant position of Pension Accounting Specialist be reviewed for proper title and pay level in light of recent changes to the job. In studying this request, a revised job description was reviewed, discussions were held with the department's Chief Financial Officer, and pay data from the state's pension system was reviewed.

**Duties and Responsibilities**

This position functions as a lead financial reporting specialist. The position supervises and guides two to three employees and performs a number of professional accounting duties with a focus upon investment reporting. The position works with the department's actuary to provide data required for the annual actuarial valuation; coordinates the monthly distribution of benefits for members of the Policemen's Annuity and Benefit fund; prepares special reports for the ERS Board and other parties; prepares comprehensive annual financial reports; serves as the point of contact for external auditors for the annual audit of financial statements for the Annuity and Pension Board; and prepares an annual report for members of the ERS.

The minimum requirements for the job, as stated in the description provided by the department, include a bachelor's degree in accounting, finance, business or related field and five years of work in investment accounting or finance work.

**Analysis**

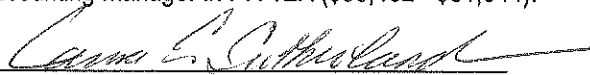
Changes in duties and responsibilities include the following: having responsibility as a first-line supervisor for two employees; increased responsibility monitoring and reporting ERS's investments and returns; new accounting standards from Governmental Accounting Standards Board (GASB) in 2012; and changes in the ERS's investment strategies and asset allocations recommended by the System's investment consultant and approved by the Annuity and Pension Board.

Considering the overall impact of the job's responsibilities for financial accounting and reporting and the changes in duties and responsibilities that have strengthened the job, a reclassification of the job appears appropriate. The department has requested the title of Investments and Financial Services Coordinator in Pay Range PR 2IX (\$58,462 - \$81,844). Although that would provide a descriptive title, it is recommended that the position have the title of

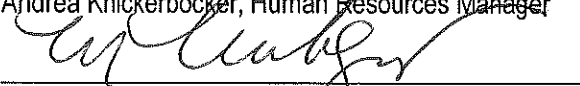
Pension Accounting Manager in Pay Range 1EX at the same pay level to due to the supervisory responsibilities of the position. Pension Accounting Manager is a currently existing job classification in the department.

**Recommendation**

It is therefore recommended that a position of Pension Accounting Specialist in PR 2GX (\$51,469 - \$72,063) be reclassified to Pension Accounting Manager in PR 1EX (\$58,462 - \$81,844).

Prepared By:   
Laura Sutherland, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Montegudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: February 7, 2017

**Health Department**

<b>Current</b>	<b>Recommendation</b>
Chemist III PR 2FN (\$54,942 - \$67,616) FN: Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.	Chemist - Senior PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.
Chemist II (Two Positions) PR 2DN (\$42,500 - \$59,498) FN: Minimum recruitment is at \$47,588 and may be at any rate in the pay range with the approval of DER.	Chemist (Two Positions) PR 2FN (\$48,294 - \$67,616) FN: Recruitment may be at any rate in the pay range with the approval of DER.
Chemist I PR 2AN (\$35,141 - \$49,193) FN: Minimum recruitment is at \$40,600 and may be at any rate in the pay range with the approval of DER. (Underfill Title)	

<b>Current</b>	<b>Recommendation</b>
Lead Microbiologist PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is at \$61,356 and may be at any rate in the pay range with the approval of DER.	Microbiologist – Lead PR 2JN (\$62,328 - \$87,270) FN: Recruitment may be at any rate in the pay range with the approval of DER
Microbiologist III (Two Positions) Virologist III PR 2FN (\$48,294 - \$67,616) FN: Minimum recruitment is at \$54,942 and may be at any rate in the pay range with the approval of DER.	Microbiologist - Senior (Two Positions) Virologist -Senior PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.
Microbiologist II (Six Positions) Virologist II PR 2DN (\$42,500 - \$59,498) FN: Minimum recruitment is at \$47,588 and may be at any rate in the pay range with the approval of DER.	Microbiologist (Six Positions) Virologist PR 2FN (\$48,294 - \$67,616) FN: Recruitment may be at any rate in the pay range with the approval of DER.
Microbiologist I Virologist I PR 2AN (\$35,141 - \$49,193) FN: Minimum recruitment is at \$40,600 and may be at any rate in the pay range with the approval of DER. (Underfill Titles)	

**Background**

The Department of Employee Relations (DER) has received requests to study the market rates of pay for Chemists, Microbiologists, and Virologists in the Milwaukee Health Department (MHD). The Health Department indicated that they had lost two laboratory employees in 2014, one employee in 2015 and one employee last week due to salary

related issues. They further indicated that five candidates declined job offers from the City. There may have been various reasons but four of the five took or stayed in positions at a higher salary.

In March of this year a report was submitted and approved that recommended recruitment at any point in the pay ranges with the approval of DER for Chemists, Microbiologists and Virologists in the Health Department and the Department of Public Works – Water Works. Both departments were concerned about the ability to attract a high caliber of potential candidates for current or future vacancies.

This report includes recommendations for rates of pay and title changes. Job descriptions and pay information were provided by the Health Department. Market data was reviewed from a number of sources including the following:

- Economic Research Institute (ERI) – May 2016
- 2015 Association of Public Health Laboratories Salary Survey (APHL)
- 2015 American Water works Association Compensation Survey (AWWA)
- May 2015 Bureau of Labor Statistics – Milwaukee, Waukesha and West Allis
- State of Wisconsin – May 2016

Staff also attended a webinar on "Talking Money: a Discussion on the Results of the 2016 Laboratory Salary Survey" from Advance Healthcare Network in November of 2016. Discussions included the importance of the laboratory professions and the role they play in health care; the concerns about a workforce shortage in these professions; and the need for competitive pay to attract and retain people in this area of work.

### **Chemist I, II and III**

The Chemist I is the underfill classification of the Chemist II positions as an employee is promoted to the II level after passing probation and meeting the minimum requirements. These positions work independently, under the general supervision of the Public Health Deputy Laboratory Director, and perform tests and analysis for various programs including Childhood Lead Poisoning Prevention, Environmental Lead Chemistry, Environmental Chemistry, Food and Water Testing, and Asbestos Control in Industrial Hygiene areas. This includes analysis for lead in dust wipes, paint chips and soil; and blood and allergen testing. These positions also assist in the coordination of quality control and quality assurance efforts of the laboratory to assure compliance with department, state and federal agencies, and good laboratory practices; and are responsible for writing standard operating procedures, instrumentation operation and maintenance, data entry in Laboratory Information System (LIS), safety compliance, maintaining professional skills by participating in continuing education programs and performing other duties as assigned.

Minimum requirements for the Chemist II level include a bachelor's degree in physical chemistry, analytical chemistry, organic chemistry, biochemistry, toxicology, forensic science or related field and two years of experience as a professional chemist, such as environmental chemistry laboratory experience in an academic, public health, or commercial setting. Equivalent combinations of education and experience may be considered.

The Chemist III works directly with the Public Health Deputy Laboratory Director to plan and coordinate programs in the Chemistry Laboratory Section; assists in supervision to ensure a timely completion of all division projects as assigned; has a good understanding of the analytical instrumentation and procedures used in the Chemistry Laboratory Section and of statistical methods as applied to quality control and assurance; is proficient in the use of LIS and Microsoft computer programs; and is familiar with fundamental statistical computer programs.

Minimum requirements for Chemist III include a bachelor's degree in chemistry and four years of laboratory experience and/or training in a clinical, environmental, public health or private sector laboratory preferably in analytical chemistry or a master's degree in Chemistry and two years of laboratory experience. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.



**Labor Market Data**

These charts include relevant market pay data for positions that are most comparable to the Chemist positions in the Health Department based on job duties, responsibilities and requirements. The positions are listed in order of the maximum pay for the categories of Senior, Advanced and Lead Level Chemist Positions and Entry and Journey Level Chemist Positions. Please note that the term "broadband" for the pay data from the State of Wisconsin indicates that a group of pay ranges have been combined. As a result the range is wider, the minimum is lower and the maximum is higher. Despite this difference it still provides a general comparison for the Chemist classifications. The titles and rates at the City of Milwaukee are in **bold**.

<b>Senior, Advanced and Lead Level Chemist Positions</b>			
<b>Title</b>	<b>Location</b>	<b>PR</b>	<b>Rates</b>
Chemist (Senior, Advanced and Supervisor Level)	State of Wisconsin (Broadband)		\$46,738 - \$107,515
Chemist – Senior	AWWA Compensation Survey*		\$52,105 - \$78,924
Chemist (8 years of experience)	ERI – 30 Mile Radius from Milwaukee**		\$63,249 - \$75,097
<b>Chemist, Microbiologist, Virologist III</b>	<b>Health Department</b>	<b>2FN</b>	<b>\$54,942 - \$67,616</b>

<b>Entry and Journey Level Chemist Positions</b>			
Chemist	State of Wisconsin (Broadband)		\$35,880 - \$82,493
Chemist Clinical	ERI – 30 Mile Radius from Milwaukee**		\$68,392 - \$82,236
Chemist Biological	ERI – 30 Mile Radius from Milwaukee**		\$68,392 - \$82,236
Chemist	Bureau of Labor Statistics***		\$50,560 - \$75,470
Chemist – Intermediate	AWWA Compensation Survey*		\$46,669 - \$69,978
Food Chemist	ERI – 30 Mile Radius from Milwaukee**		\$57,626 - \$68,227
Chemist (5 years of experience)	ERI – 30 Mile Radius from Milwaukee**		\$56,535 - \$66,890
Analytical Chemist	ERI – 30 Mile Radius from Milwaukee**		\$55,688 - \$65,852
Laboratory Scientist – Entry Level	APHL – Local Public Health Labs****		\$47,944 - \$64,558
Laboratory Scientist – Entry Level	APHL – State Public Health Labs****		\$38,710 - \$62,732
<b>Chemist II</b>	<b>Health Department</b>	<b>2DN</b>	<b>\$47,588 - \$59,498</b>
Chemist – Associate	AWWA Compensation Survey*		\$37,338 - \$58,154
Chemist (2 years of experience)	ERI – 30 Mile Radius from Milwaukee**		\$49,031 - \$57,654
<b>Chemist I (Underfill Title)</b>	<b>Health Department</b>	<b>2AN</b>	<b>\$40,600 - \$49,193</b>

\*Rates based on population size of 500,000–1,000,000–All Participants (2015 American Water Works Association Compensation Survey).

\*\*Rates based on the 25<sup>th</sup> and 75<sup>th</sup> percentile from ERI (Economic Research Institute).

\*\*\*Rates based on 25<sup>th</sup> and 75<sup>th</sup> percentile from Bureau of Labor Statistics – Milwaukee, Waukesha, West Allis May 2015.

\*\*\*\*Rates based on the average high and low rate from APHL (Association of Public Health Laboratories).

A review of these rates supports the recommendation to increase the rates of pay for the City of Milwaukee's Chemist classifications in the Health Department. We recommend restructuring the pay for these positions to higher pay ranges and changing the titles as shown in the chart below.

Current	Recommendation
Chemist III PR 2FN (\$54,942 - \$67,616) FN: Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.	Chemist - Senior PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.
Chemist II (Two Positions) PR 2DN (\$42,500 - \$59,498) FN: Minimum recruitment is at \$47,588 and may be at any rate in the pay range with the approval of DER.	Chemist (Two Positions) PR 2FN (\$48,294 - \$67,616) FN: Recruitment may be at any rate in the pay range with the approval of DER.
Chemist I PR 2AN (\$35,141 - \$49,193) FN: Minimum recruitment is at \$40,600 and may be at any rate in the pay range with the approval of DER. (Underfill Title)	

The recommended changes include changing the title and restructuring the pay for Chemist III in Pay Range 2FN (\$54,942 - \$67,616) to Chemist – Senior in Pay Range 2HN (\$54,865 - \$76,806); continuing the footnote that provides recruitment at \$54,942, to avoid a decrease in the minimum rate; and continuing recruitment flexibility. The recommended changes also include eliminating the underfill classification of Chemist I in Pay Range 2AN (\$40,600 - \$49,193); changing the title and restructuring the pay for Chemist II in Pay Range 2DN (\$47,588 - \$59,498) to Chemist in Pay Range 2FN (\$48,294 - \$67,616); and continuing recruitment flexibility.

### Microbiologist and Virologist Job Series

The City of Milwaukee has two separate job series for Microbiologist and Virologist in the Health Department. The job titles at each level, such as Microbiologist I and Virologist I, are in the same pay range except that there is one additional title of Lead Microbiologist in a higher pay range. Virologists are, according to the Dictionary of Occupational Titles, a specialty within the Microbiology job classification. As many organizations do not have a separate classification for Virologist we have combined the pay data for Microbiologist and Virologist into one chart following a description of these two job series.

#### Microbiologist I, II and III; and Lead Microbiologist

The Microbiologist I is the underfill classification of the Microbiologist II positions as an employee is promoted to the II level after passing probation and meeting the minimum requirements. These positions process and examine clinical and environmental specimens for the detection of microorganisms using biochemical, immunological, and molecular methods; characterize microbes of public health importance, including high priority pathogens following approved CDC (Centers for Disease and Prevention) procedures; perform duties assigned in the control of communicable diseases including tuberculosis, sexually transmitted diseases, and environmental, food, dairy and water microbiology programs; and works with highly pathogenic microorganisms in a Biosafety level 3 (BSL-3) laboratory following CDC, LRN (Laboratory Response Network), and other federal guidelines; assist in specimen accessioning in the LIS which is used to monitor and document receipt and proper distribution of incoming supply shipments; participate in quality control and quality assurance in the Microbiology Section of the laboratory; adhere to biosafety and security policies; assist in related LIS activities; and maintain professional skills by participating in continuing education (CE) programs.

Minimum requirements for the Microbiologist II level include a bachelor's degree in microbiology, molecular biology, public health microbiology, medical technology, or closely related biological science with a minimum of 12 credit hours in microbiology with 12 hours of conventional microbiology laboratory work with bacterial and other microbial agents and two years of recent laboratory experience as a professional level microbiologist with at least one year of

conducting microbiological testing in the bacteriology or virology area of a clinical, environmental, or public health agency.

The Microbiologist III works under the supervision of the Public Health Deputy Laboratory Director and performs laboratory tests for the Microbiology and Virology Section of the laboratory including tests for the control of communicable diseases such as tuberculosis (TB), sexually transmitted diseases (STD), and viral diseases transmitted by human clinical sources; participates in laboratory responses during disease outbreaks, and to rule out agents for bioterrorism; coordinates work with other section lead staff; serves as the technical liaison for the STD Clinic Laboratory at the Keenan Health Center assuring quality, safety, and federal compliance to maintain Clinical Laboratory Improvement Amendments (CLIA) certification; trains staff, orders reagents and supplies and prepares laboratory reports; adheres to the standard safety and quality assurance practices working with potentially infectious clinical and environmental specimens or others as assigned by management; and works with highly pathogenic microorganisms in a Biosafety level 3 (BSL-3) laboratory following CDC, LRN and other federal guidelines.

Minimum requirements for Microbiologist III include a bachelor's degree in microbiology, medical technology, biology or equivalent with a strong working knowledge of microbiology and molecular diagnostics; four years of experience in a clinical or public health laboratory; and eligibility for certification by a national or statewide agency such as the National Registry for Microbiology (NRM) within one year of employment. These requirements have not yet been assessed by the Staffing Division.

The Lead Microbiologist assists the Public Health Deputy Laboratory Director in daily operations and performs conventional and complex molecular laboratory tests. These tests are done to support various MHD programs including waterborne pathogens, communicable and emerging infectious diseases, emergency preparedness, bioterrorism preparedness, sexually transmitted diseases and food borne diseases; serve as a leadworker for the positions of Microbiologist I, II and III and assure technical operations are in compliance with state and federal mandates and guidelines; coordinate quality assurance and quality control measures, and safety and security measures; monitor proficiency testing performance and policies; conducts training; and assists in continuing education programs.

Minimum requirements for Lead Microbiologists include a master's degree in microbiology, public health microbiology, medical technology, or a clinical laboratory science with a minimum of 16 credit hours in microbiology; a minimum of five years of experience in a clinical microbiology or public health microbiology laboratory; and eligible for certification by the National Registry for Microbiology (NRM), American Society for Clinical Pathology Medical Technologist (ASCP)(MT) or the Clinical Laboratory Scientist Registry in Microbiology (CLS)(M) of the National Certification Agency (NCA) for Medical Laboratory Personnel within one year of appointment. These requirements have not yet been assessed by the Staffing Division.

#### Virologist I, II and III

The Virologist I is the underfill classification of the Virologist II position as an employee is promoted to the II level after passing probation and meeting the minimum requirements. These positions work under the general supervision of the Public Health Deputy Laboratory Director and execute routine diagnostic testing in the Virology and Molecular Science Laboratory Section using cell culture, serology and molecular techniques; isolate viruses, perform appropriate microbial diagnostic tests, and perform accurate record keeping, data entry, and result reporting using the LIS; assist other staff members in maintaining the virus culture, ordering reagents and supplies, preparing laboratory reports, and being aware of and adhering to quality control and quality assurance regulations and best practices and standard safety and security practices when working with potentially infectious clinical and environmental specimens; may work with highly pathogenic microorganisms in a Biosafety Level 3 (BSL-3) laboratory following CDC, LRN, and other federal guidelines; and maintains professional skills by participating in continuing education programs.

Minimum requirements for the Virologist II level include a bachelor's degree in bacteriology, microbiology, clinical or environmental microbiology, medical technology, or closely related biological science with a minimum of 12 credit hours in microbiology, immunology, or molecular biology; two years of recent laboratory experience performing tests similar to those described above, ideally in a clinical or public health setting; and eligibility for a nationally-recognized certification such as the American Society for Clinical Pathology – Microbiology (ASCP)(M) within one year of appointment. Equivalent combinations of education and experience may be considered.

The Virologist III works under the supervision of the Public Health Deputy Laboratory Director and plans and coordinates programs in the Virology and Molecular Science Laboratory Section; oversees the Virologist II positions performing routine diagnostic virus tests using cell culture, serology and molecular techniques; assumes primary responsibility for molecular testing and training including PCR (Polymerase Chain Reaction) and nucleotide sequencing for microorganisms and for performing virus laboratory tests, data entry and review of results (including LIS), reagent inventory, and ordering supplies; and assists the Deputy Laboratory Director in assigned projects and develops and facilitates new projects.

Minimum requirements for Virologist III include a bachelor's degree in clinical or public health microbiology, bacteriology, or closely related biological science with a minimum of 16 credit hours in microbiology including immunology and molecular biology; three years of recent experience in a clinical, public health or diagnostic research laboratory with at least one year at the lead worker level, performing duties related to this position; and eligibility for a nationally-recognized certification such as the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) – Medical Laboratory Scientist (MLS) within one year of employment. Equivalent combinations of education and experience may be considered.

#### Labor Market Data

These charts include relevant market pay data for positions that are most comparable to the Microbiologist and Virologist positions in the Health Department based on job duties, responsibilities and requirements. The positions are listed in order of the maximum pay for the categories of Senior, Advanced and Lead Level Microbiologist and Virologist Positions; and Entry and Journey Level Microbiologist and Virologist Positions. As indicated earlier in the report the term "broadband" for the pay data from the State of Wisconsin indicates that a group of pay ranges have been combined. As a result the range is wider, the minimum is lower and the maximum is higher. Despite this difference it still provides a general comparison for the Microbiologist and Virologist classifications. The titles and rates at the City of Milwaukee are in **bold**.

Senior, Advanced and Lead Level Microbiologist and Virologist Positions			
Title	Location	PR	Rates
Microbiologist (Senior, Advanced and Supervisor Level)	State of Wisconsin (Broadband)		\$46,738 - \$107,515
Chemist Biological (8 years of experience)	ERI – 30 Mile Radius from Milwaukee*		\$74,360 - \$89,545
<b>Lead Microbiologist</b>	<b>Health Department</b>	<b>2HN</b>	<b>\$61,356 - \$76,806</b>
Microbiologist (8 years of experience)	ERI – 30 Mile Radius from Milwaukee*		\$63,095 - \$74,907
<b>Microbiologist III and Virologist III</b>	<b>Health Department</b>	<b>2FN</b>	<b>\$54,942 - \$67,616</b>

Entry and Journey Level Microbiologist and Virologist Positions			
Microbiologist	State of Wisconsin (Broadband)		\$35,880 - \$82,493
Chemist Biological (5 years of experience)	ERI – 30 Mile Radius from Milwaukee*		\$68,392 - \$82,236
Chemist Biological (2 years of experience)	ERI – 30 Mile Radius from Milwaukee*		\$61,827 - \$74,156
Microbiologist (5 years of experience)	ERI – 30 Mile Radius from Milwaukee*		\$57,659 - \$68,270
Laboratory Scientist – Entry Level	APHL – Local Public Health Labs**		\$47,944 - \$64,558
Laboratory Scientist – Entry Level	APHL – State Public Health Labs**		\$38,710 - \$62,732
Microbiologist (2 years of experience)	ERI – 30 Mile Radius from Milwaukee*		\$51,728 - \$60,988
<b>Chemist, Microbiologist, Virologist II</b>	<b>Health Department</b>	<b>2DN</b>	<b>\$47,588 - \$59,498</b>
<b>Chemist, Microbiologist, Virologist I (Underfill Titles)</b>	<b>Health Department</b>	<b>2AN</b>	<b>\$40,600 - \$49,193</b>

\*Rates based on the 25<sup>th</sup> and 75<sup>th</sup> percentile from ERI (Economic Research Institute).

\*\*Rates based on the average high and low rate from APHL (Association of Public Health Laboratories).

A review of these rates supports the recommendation to increase the rates of pay for the City of Milwaukee's Microbiologist and Virologist positions in the Health Department. We recommend restructuring the pay for these positions to higher pay ranges and changing the titles as shown in the chart below.

Current	Recommendation
Lead Microbiologist PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is at \$61,356 and may be at any rate in the pay range with the approval of DER.	Microbiologist – Lead PR 2JN (\$62,328 - \$87,270) FN: Recruitment may be at any rate in the pay range with the approval of DER
Microbiologist III (Two Positions) Virologist III PR 2FN (\$48,294 - \$67,616) FN: Minimum recruitment is at \$54,942 and may be at any rate in the pay range with the approval of DER.	Microbiologist - Senior (Two Positions) Virologist -Senior PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.
Microbiologist II (Four Positions) Virologist II PR 2DN (\$42,500 - \$59,498) FN: Minimum recruitment is at \$47,588 and may be at any rate in the pay range with the approval of DER.	Microbiologist (Four Positions) Virologist PR 2FN (\$48,294 - \$67,616) FN: Recruitment may be at any rate in the pay range with the approval of DER.
Microbiologist I Virologist I PR 2AN (\$35,141 - \$49,193) FN: Minimum recruitment is at \$40,600 and may be at any rate in the pay range with the approval of DER. (Underfill Titles)	

The recommended changes include changing the title and restructuring the pay for Lead Microbiologist in Pay Range 2HN (\$61,356 - \$76,806) to Microbiologist – Lead in Pay Range 2JN (\$62,328 - \$87,270) and continuing recruitment flexibility; changing the title and restructuring the pay for Microbiologist III and Virologist III in Pay Range 2FN (\$54,942 - \$67,616) to Microbiologist – Senior and Virologist – Senior in Pay Range 2HN (\$48,294 - \$67,616); and continuing the minimum recruitment at \$54,942 and recruitment flexibility. The recommended changes also include eliminating the underfill classifications of Microbiologist I and Virologist I in Pay Range 2AN (\$40,600 - \$49,193); changing the title and restructuring the pay for Microbiologist II and Virologist II in Pay Range 2DN (\$47,588 - \$59,498) to Microbiologist and Virologist in Pay Range 2FN (\$48,294 - \$67,616); and continuing recruitment flexibility.

**Action Required – Effective Pay Period 1, 2017 (January 1, 2017)**


In the Salary Ordinance,

Under Pay Range 2AN, delete the titles "Chemist I", "Microbiologist I" and "Virologist I"; Under Pay Range 2DN, delete the titles "Chemist II", "Microbiologist II", and "Virologist II"; Under Pay Range 2FN, delete the titles "Chemist III", "Microbiologist III" and "Virologist III" and delete footnote "1" in its entirety and add the titles "Chemist (10)", "Microbiologist (10)", "Virologist (10)" and footnote "10" to read as follows: "(10) Recruitment may be at any rate in the pay range with the approval of DER."; Under Pay Range 2HN, delete the title "Lead Microbiologist", add the titles "Chemist – Senior (16)", "Microbiologist – Senior (16)", "Virologist – Senior (16)" and add footnote "16" to read as follows: "(16) Minimum recruitment is at \$2,113.16 (\$54,942.16) and may be at any rate in the pay range with the approval of DER." and delete the title "Lead Microbiologist" and footnote "14" in its entirety.; under Pay Range 2JN, add the title "Microbiologist – Lead" and footnote "5" to read as follows: "(5) Recruitment may be at any rate in the pay range with the approval of DER."

In the Positions Ordinance, under Health Department, Disease Control and Environmental Health Services Division, CDBG Lead Grant (TT), delete one position of "Chemist II (TT)" and add one position of "Chemist (TT)"; under Lead Hazard Reduction Demonstration Grants (HUD)(RR), delete one position "Chemist II (RR)(QQ)" and add one position of "Chemist (RR)(QQ)"; under Sexually Transmitted Disease Clinic, delete one position of "Microbiologist II (F)" and add one position of "Microbiologist (F)"; under Chemical Division, delete one position of "Chemist III" and add one position of "Chemist – Senior"; under Virology Division, delete one position of "Virologist III" and one position of "Virologist II" and add one position of "Virologist – Senior" and one position of "Virologist"; under Microbiology Division, delete one position of "Lead Microbiologist", two positions of "Microbiologist III" and five positions of "Microbiologist II (D)" and add one position of "Microbiologist – Lead" and two positions of "Microbiologist – Senior" and five positions of "Microbiologist (D)".

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