



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

April 6, 2017

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

Dear Committee Members:

Re: Common Council File Number **161731**

The following classification and pay recommendations were approved by the City Service Commission on **March 21, 2017**.

In DPW-Water Works, classification and pay recommendations were recommended for several laboratory positions and one new position.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Bill Christianson, Nicole Fleck, Mark Scheller, Ghassan Korban, Laura Daniels, Dan Thomas, Dawn Crowbridge, Shannon Goodwin, Patricia Klappa, Rudolf Ghijssen and Sherrie Smaxwill



JOB EVALUATION REPORT

City Service Commission Meeting: March 21, 2017

Department of Public Works-Water Works

Current	Recommendation
Water Chemist New Position in 2017 Budget	Water Chemist Project Leader PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is \$58,608 and may be at any rate in the pay range with the approval of DER.
Lead Water Chemist (Three Positions) PR 2EN (\$54,980 - \$63,426)	Lead Water Chemist (Three Positions) PR 2GN (\$51,469 - \$72,063) FN: Minimum recruitment is \$54,980 and may be at any rate in the pay range with the approval of DER.
Water Chemist II (Nine Positions) PR 2CN (\$47,060 - \$55,825)	Water Chemist (Nine Positions) PR 2EN (\$45,306 - \$63,426)
Water Chemist I PR 2AN (\$40,600 - \$49,193) (Underfill Title)	FN: Minimum recruitment is \$47,060 and may be at any rate in the pay range with the approval of DER.

Water Microbiologist II PR 2DN (\$47,588 - \$59,498)	Water Microbiologist PR 2FN (\$48,294 - \$67,616)
Water Microbiologist I PR 2AN (\$40,600 - \$49,193) (Underfill Title)	FN: Recruitment may be at any rate in the pay range with the approval of DER.

Background

This is the second of two reports regarding market rates for laboratory positions in the City of Milwaukee. The first report was submitted at your February 7, 2017 meeting and was regarding several laboratory positions in the Health Department. This report is regarding one new position and 13 current laboratory positions in the Department of Public Works (DPW) – Water Works. Both departments had requested the Department of Employee Relations (DER) to study the market rates for these positions due to difficulty in recruitment and/or retention of personnel. DPW – Water Works indicated that six employees in the Water Chemist positions had left for other positions with higher compensation in the past five years including four in the past two years. Four went to other City positions in the Water Works, one went to the Health Department and one went to the Milwaukee Metropolitan Sewerage District (MMSD).

In March of last year a report was submitted and approved that recommended recruitment at any point in the pay range with the approval of DER for Chemists, Microbiologists and Virologists in both departments. At that time there was a vacancy in DPW-Water Works; and 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 for positions in DPW – Water Works. Job descriptions and pay information were provided by the 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

Water Chemist I and II; Lead Water Chemist; and one new position

The Water Chemist I is the underfill classification of the Water Chemist II positions as an employee is promoted to the II level after passing probation. These positions validate and verify the precision and accuracy of the online water quality process and control instrumentation used throughout the water treatment process; and help to ensure the reliability of water quality information and data from the online process and control instrumentation is the highest level attainable.

Minimum requirements for the Water Chemist II include a bachelor's degree in chemistry or related science; two years of experience performing chemical analyses in an environmental laboratory; and certification as a State of Wisconsin Department of Natural Resources Surface Water Municipal Water Supply Operator within six months of employment. Equivalent combinations of education and experience may be considered.

The Lead Water Chemist leads a team of Water Chemists in the Water Quality Laboratory to maintain regulatory compliance of the water treatment process and the distribution of continuous, safe potable water for over 850,000 customers; under the direction of the Water Quality Operations Manager guides, assists and prioritizes, as needed, the duties, tasks and functions of the Water Chemists in providing quality control procedures and preventive maintenance of online instrumentation; and is responsible for validating and verifying water quality data through review and documentation.

Minimum requirements for Lead Water Chemist includes a bachelor's degree in chemistry, microbiology, water and wastewater technology or closely related field; five years of experience in an environmental laboratory; and certification as a State of Wisconsin Department of Natural Resources Surface Water Municipal Water Supply Operator. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The new Water Chemist position will work directly with the Water Quality Operations Manager to plan and coordinate programs, including all projects involving lead, in the Analytical Chemistry Laboratory; and assist the Water Quality Manager in ensuring a timely completion of all section projects and work projects as assigned. This position may assign duties, outline methods, direct work in progress, check or inspect completed work, and sign or approve work completed by Lead Water Chemist, Water Chemist II and Water Laboratory Technician positions.

Minimum requirements include a bachelor's degree in chemistry and four years of experience and/or training in clinical, environmental, public health or private sector laboratories, preferably in analytical chemistry. Two years of supervisory experience is desirable. 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 DPW – Water Works 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**.

Senior, Advanced and Lead Level Chemist Positions			
Title	Location	PR	Rates
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
Lead Water Chemist	DPW - Water Works	2EN	\$54,980 - \$63,426

Entry and Journey Level Chemist Positions			
Chemist	State of Wisconsin (Broadband)		\$35,880 - \$82,493
Chemist Clinical (2 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**		\$68,392 - \$82,236
Chemist	Bureau of Labor Statistics***		\$50,560 - \$75,470
Chemist – Intermediate	AWWA Compensation Survey*		\$46,669 - \$69,978
Chemist (5 years of experience)	ERI – 30 Mile Radius from Milwaukee**		\$56,535 - \$66,890
Analytical Chemist (2 years of experience)	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
Chemist – Associate	AWWA Compensation Survey*		\$37,338 - \$58,154
Chemist (2 years of experience)	ERI – 30 Mile Radius from Milwaukee**		\$49,031 - \$57,654
Water Chemist II	DPW – Water Works	2CN	\$47,060 - \$55,825
Water Chemist I (Underfill Title)	DPW – Water Works	2AN	\$40,600 - \$49,193

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

**Rates based on the 25th and 75th percentile from ERI (Economic Research Institute).

***Rates based on 25th and 75th 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 DPW – Water Works. We recommend restructuring the pay for these positions to higher pay ranges and changing the titles as shown in the chart below.

As the new Water Chemist position will be considered a leadership position, particularly in the area of the lead service line replacement, we recommend Pay Range 2HN (\$54,865 - \$76,806) which is one grade above the recommended level of Pay Range 2GN (\$51,469 - \$72,063) with a continued recruitment rate of \$54,980 for the current Lead Water Chemist classification. To create a differential in the hiring rate we recommend a recruitment rate of \$58,608 for the new position. To distinguish this position from other laboratory positions we recommend the title Water Chemist Project Leader. We therefore recommend the new position be classified as Water Chemist Project Leader in Pay Range 2HN (\$54,865 - \$76,806) with a recruitment rate of \$58,608. We further recommend that, consistent with other laboratory positions, recruitment flexibility to appoint at any rate in the pay range with the approval of DER.

Current	Recommendation
Water Chemist New Position	Water Chemist Project Leader PR 2HN (\$54,865 - \$76,806) FN: Minimum recruitment is \$58,608 and may be at any rate in the pay range with the approval of DER.
Lead Water Chemist (Three Positions) PR 2EN (\$45,306 - \$63,426) FN: Minimum recruitment is \$54,980 and may be at any rate in the pay range with the approval of DER.	Lead Water Chemist (Three Positions) PR 2GN (\$51,469 - \$72,063) FN: Minimum recruitment is \$54,980 and may be at any rate in the pay range with the approval of DER.
Water Chemist II (Nine Positions) PR 2CN (\$39,881 - \$55,825) FN: Minimum recruitment is \$47,060 and may be at any rate in the pay range with the approval of DER.	Water Chemist (Nine Positions) PR 2EN (\$45,306 - \$63,426) FN: Minimum recruitment is \$47,060 and may be at any rate in the pay range with the approval of DER.
Water Chemist I PR 2AN (\$35,141 - \$49,193) FN: Minimum recruitment is \$40,600 and may be at any rate in the pay range with the approval of DER. (Underfill Title)	

The recommended changes for the current positions include restructuring the pay for Lead Water Chemist in Pay Range 2EN (\$54,980 - \$63,426) to Lead Water Chemist in Pay Range 2GN (\$51,469 - \$72,063). We further recommend continuing the footnote that provides recruitment at \$54,980 and continues recruitment flexibility. We also recommend eliminating the underfill classification of Water Chemist I in Pay Range 2AN (\$40,600 - \$49,193); changing the title and restructuring the pay from Water Chemist II in Pay Range 2CN (\$47,060 - \$55,825) to Water Chemist in Pay Range 2EN (\$45,306 - \$63,426); and continuing the footnote that provides recruitment at \$47,060 and continues recruitment flexibility.

Water Microbiologist I and II

The Water Microbiologist I is the underfill classification of the Water Microbiologist II classification as an employee is promoted to the II level after passing probation. This position performs complex, specialized and routine microbiological analyses of water samples in accordance with state and federal regulations and local standards for potable water; performs microbiological analyses of solid and other matrices including filter media in accordance with AWWA (American Water Works Association) and other assessment protocols; assesses new techniques to meet the changing needs of the water utility; ensures compliance with all state and federal regulations including testing and electronic reporting of test results; and maintains the microbiology laboratory state certification.

Minimum requirements for the Water Microbiologist II level include a bachelor's degree in microbiology or related science field; two years of experience in an environmental laboratory; and certification as a State of Wisconsin Department of Natural Resources Surface Water Municipal Water Supply Operator within ten months of employment. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

Labor Market Data

This chart includes relevant market pay data for positions that are most comparable to the Microbiologist position in the DPW – Water Works based on job duties, responsibilities and requirements. The positions are listed in order of the maximum pay for Entry and Journey Level Microbiologist 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 classification. The titles and rates at the City of Milwaukee are in **bold**.

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
Water Microbiologist II	DPW – Water Works	2DN	\$47,588 - \$59,498
Water Microbiologist I (Underfill Title)	DPW – Water Works	2AN	\$40,600 - \$49,193

*Rates based on the 25th and 75th 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 position in DPW – Water Works. We recommend restructuring the pay for this position to a higher pay range and changing the title as shown in the chart below.

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

We specifically recommend eliminating the underfill classification of Water Microbiologist I in Pay Range 2AN (\$40,600 - \$49,193); changing the title and restructuring the pay for Water Microbiologist II in Pay Range 2DN (\$47,588 - \$59,498) to Water Microbiologist in Pay Range 2FN (\$48,294 - \$67,616); and continuing recruitment flexibility.

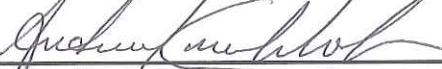
Action Required – Effective Pay Period 1, 2017 (January 1, 2017)

In the Salary Ordinance, under Pay Range 2AN, delete the titles "Water Chemist I" and "Water Microbiologist I" and delete footnote "1" in its entirety; under Pay Range 2CN, delete the title "Water Chemist II" and delete footnote "7" in its entirety; under Pay Range 2DN, delete the title "Water Microbiologist II" and delete footnote "5" in its entirety; under Pay Range 2EN, delete the title "Lead Water Chemist", delete footnote 9 and replace with the following: "(9) Minimum recruitment is \$1,810.00 (\$47,060) and may be at any rate in the pay range with the approval of DER."; add the title "Water Chemist (9)" and attach designation "9"; under Pay Range 2FN, add the title "Water Microbiologist (10)" and add designation "10"; under Pay Range 2GN, add the title "Lead Water Chemist" (11) and footnote "11" to read as follows: "(11) Minimum recruitment is \$2,114.62 (\$54,980.12) and may be at any rate in the pay range with the approval of DER."; and under Pay Range 2HN, add the title "Water Chemist Project Leader (15)" and add the

footnote "(15) Minimum recruitment is \$2,254.16 (\$58,608.16) and may be at any rate in the pay range with the approval of DER."

In the Positions Ordinance, under Department of Public Works – Water Works, Water Quality Organization, delete one position of "Water Microbiologist II", delete ten positions of "Water Chemist II", and add one position of "Water Chemist Project Leader", one position of "Water Microbiologist" and nine positions of "Water Chemist".

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director