



## Department of Employee Relations

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REVISED 9/12/2022

### Job Evaluation Report

City Service Commission Meeting: September 13, 2022

#### Department of Public Works – Water Works

Current	Recommended
Water Quality Analyst PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$62,183/any point with DER approval (One Position)	Water Quality Analyst PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Employee Relations (DER) has received a request from the Milwaukee Water Works (MWW) to reallocate one position of Water Quality Analyst based on changes in the duties and responsibilities. A new job description was provided, and discussions were held with Patrick Pauly, Water Works Superintendent, and Amy Hefter, Water Works Personnel Officer.

The Water Works Analyst conducts new and existing water quality monitoring and research relating to Milwaukee’s water throughout the raw treatment process and distribution system; researches activities for water quality monitoring of water processes including water analysis, data analysis, statistical evaluations, and graphing of water quality information; prepares reports utilizing laboratory quality assurance standards and executive summaries and recommendations; and works to ensure compliance with federal and state regulations and the high quality standards set by the City of Milwaukee to ensure the highest level of safe drinking water. Duties and responsibilities include:

- 40% Under the direction of management, conduct, plan, organize, coordinate and report on water quality monitoring and research activities focusing on the water treatment processes and the distribution system, source water, water aesthetics, increased reliability/robustness of treatment processes, and new and innovative approaches to assuring regulatory compliance with the Safe Drinking Water ACT (SAFA); direct and supervise Water Chemists and Laboratory Technicians, as needed, to assist in sample collection and analysis for research and monitoring projects; generate reports, graphs, and data summaries using a laboratory information management system (LIMS), supervisory control and data acquisition (SCADA), and other data sources that compile water quality results; and design, recommend and help implement new monitoring programs for the Water Quality Section, especially in the distribution system.
- 20% Maintain and regularly demonstrate proficiency in laboratory procedures, including procedures that involve advanced laboratory instrumentation such as gas chromatography-mass spectrometry (GC-MS) and atomic absorption (AA); act as secondary analyst for advanced instrumentation, performing certified analyses and reporting data periodically, or as needed, to achieve compliance; and research water quality topics.
- 10% Collaborate with other departments on special research projects that may include work with the Engineering and Distribution Divisions, reporting that is related to Partnership for Safe Water

goals, and the contacting of other Water Utilities to meet regulatory requirements and improve water quality.

- 10% Contribute regularly to daily, monthly, and annual data reporting to regulatory agencies to maintain compliance with drinking water and wastewater discharge regulations; have primary responsibility for distribution sample data entry into the monthly Department of Natural Resources (DNR) report (EMOR); assist in monitoring the receipt of external laboratory results for exceedances and contact regulatory agencies within 24 hours, if required, in the absence of management staff; maintain complete and accurate records, including laboratory and field data, and provide detailed documentation of research; and prepare reports and related communications to MWW management using a high level of written and oral communication skills.
- 10% Respond to water customer requests for information and concerns regarding water quality; investigate water quality problems and recommend corrective action; follow-up to ensure complete customer satisfaction; track and report water complaints via type, location, and frequency to assess significance with relation to intentional and unintentional water contamination events; and recommend actions needed for remediation, resolution, and enhancements, as needed, to maintain the highest level of safe drinking water
- 5% Conduct duties of Water Microbiologist - Senior, Water Chemist – Senior, Water Chemist, and other Water Quality positions as assigned; and conduct sampling for regulatory requirements and studies and other laboratory duties as assigned; and assume duties of Water Chemist – Senior in their absence including assigning duties, directing work, and inspecting completed work.
- 5% Perform other duties as assigned.

Minimum qualifications include a bachelor's degree in chemistry, microbiology, environmental science, or related area; and three years of experience in the scientific and physical analysis of potable water quality and/or environmental chemistry including two years of experience in research. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position was one of several positions studied in an April 26, 2022 report regarding the Water Quality Section of MWW. In the report it was recommended, based on market data, that the recruitment rate be increased to \$62,183 and that recruitment be allowed at any rate in the range with the approval of DER. Upon further review, the department has requested that this position be reallocated to a higher pay range due to changes in the duties and responsibilities and to make it more equitable to other MWW positions.

The changes include supervision in the form of directing and overseeing research and monitoring projects, and assuming the responsibilities of a Water Chemist – Senior in Pay Range 2HN (\$55,962 - \$78,342) with a recruitment rate of \$64,171, at times of vacancies or leaves, which may also include supervisory and oversight responsibilities. Other changes include the additional skills needed to run reports for research utilizing a new software program and assisting in monitoring the receipt of external laboratory results for exceedances and contacting regulatory agencies within 24 hours. The new software program has changed the way data is recorded, retrieved, and organized; and with laboratory certification, this position has had to complete more proficiency testing and more extensive documentation of quality control data.

With these changes, the department indicated that this position was more similar in level to the Water Chemist - Senior in Pay Range 2HN. There are four positions of Water Chemist – Senior and they each lead a team to maintain regulatory compliance of the water treatment process and distribution of

continuous, safe, potable water. Under the direct supervision of the Water Quality Manager, these positions guide, assist and often prioritize Water Chemist duties, tasks, and functions of providing quality control procedures and preventative maintenance of online instrumentation. These positions are also responsible for validating and verifying water quality data through review and documentation.

It is also noted that the Water Chemist – Senior positions were reclassified in the April 26, 2022 report as shown below.

Current	Lead Water Chemist	PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$56,080/any point with DER approval.	Four Positions
Recommended	Water Chemist - Senior	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval.	Four Positions

A review of all the data, including changes in the duties and responsibilities, indicates that the position of Water Quality Analyst is comparable in level to the Water Chemist – Senior classification and should also be placed in Pay Range 2HN.


We therefore recommend one position of Water Quality Analyst in Pay Range 2GN (\$52,498 - \$73,504) with a recruitment rate of \$62,183 be reallocated to Pay Range 2HN (\$55,962 - \$78,342) with a recruitment rate of \$64,171. We further recommend continuing recruitment at any point in the range with the approval of DER and having the change be effective the same Pay Period that was recommended for the April 26, 2022 report, Pay Period 10, 2022 (May 1, 2022).

**Action Required – Effective Pay Period 10, 2022 (May 1, 2022)**

**\* See addendum included in CCFN: 220531 for Salary and Position Ordinance changes.**

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