



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Vacant**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

April 29, 2022

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 212026– Communication from the Department of Employee Relations relating to classification studies scheduled for the April 26, 2022 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled to be heard at the City Service Commission meeting on April 26, 2022.

### Department of Public Works – Water Works

Current	Recommended
Water Quality Manager PR 1KX (\$87,472 - \$122,465) FN: Recruitment at any point with DER/F&P Chair approval. (One Position)	Water Quality Manager PR 1KX (\$87,472 - \$122,465) FN: Recruitment at \$97,554/any point with DER/F&P Chair approval. (One Position)
Water Quality Operations Manager PR 1FX (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval. (One Position)	Water Quality Operations Manager PR 1GX (\$67,763 - \$94,870) FN: Recruitment at \$81,475/any point with DER approval. (One Position)
Water Chemist Project Leader PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$59,780/any point with DER approval (One Position)	Water Chemist Project Leader PR 2IN (\$59,632 - \$83,481) FN: Recruitment at \$67,803/any point with DER approval (One Position)
Water Quality Assurance Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Water Quality Assurance Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)
Water Microbiologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Water Microbiologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)

Lead Water Chemist PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$56,080/any point with DER approval. (Four Positions)	Water Chemist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval (Four Positions)
Water Quality Analyst PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$57,902. (One Position)	Water Quality Analyst PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$62,183/any point with DER approval. (One Position)
Water Microbiologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval. (One Position)	Water Microbiologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (One Position)
Water Chemist PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$48,001/any point with DER approval. (Nine Positions)	Water Chemist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (Nine Positions)
Water Laboratory Technician PR 5DN (\$36,977 - \$43,774) (Three Positions)	Water Laboratory Technician PR 3FN (\$39,278 - \$48,114) FN: Recruitment at \$42,305 (Three Positions)

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

Respectfully Submitted,



Renee Joos  
Interim Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



## Department of Employee Relations

REVISED 4/29/2022

**Cavalier Johnson**  
Mayor

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Director

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### Job Evaluation Report

City Service Commission Meeting: April 26, 2022

#### Department of Public Works – Water Works

Current	Recommended
Water Quality Manager PR 1KX (\$87,472 - \$122,465) FN: Recruitment at any point with DER/F&P Chair approval. (One Position)	Water Quality Manager PR 1KX (\$87,472 - \$122,465) FN: Recruitment at \$97,554/any point with DER/F&P Chair approval. (One Position)
Water Quality Operations Manager PR 1FX (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval. (One Position)	Water Quality Operations Manager PR 1GX (\$67,763 - \$94,870) FN: Recruitment at \$81,475/any point with DER approval. (One Position)
Water Chemist Project Leader PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$59,780/any point with DER approval (One Position)	Water Chemist Project Leader PR 2IN (\$59,632 - \$83,481) FN: Recruitment at \$67,803/any point with DER approval (One Position)
Water Quality Assurance Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Water Quality Assurance Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)
Water Microbiologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Water Microbiologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)
Lead Water Chemist PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$56,080/any point with DER approval. (Four Positions)	Water Chemist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval (Four Positions)
Water Quality Analyst PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$57,902. (One Position)	Water Quality Analyst PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$62,183/any point with DER approval. (One Position)

Water Microbiologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval. (One Position)	Water Microbiologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (One Position)
Water Chemist PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$48,001/any point with DER approval. (Nine Positions)	Water Chemist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (Nine Positions)
Water Laboratory Technician PR 5DN (\$36,977 - \$43,774) (Three Positions)	Water Laboratory Technician PR 3FN (\$39,278 - \$48,114) FN: Recruitment at \$42,305 (Three Positions)

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

The Milwaukee Water Works (MWW) has requested a market study of positions within their Water Quality section to assist with recruitment and retention. They have also requested a reclassification study for the classifications of Lead Water Chemist, Water Chemist and Water Laboratory Technician due to changes in duties and responsibilities. Discussions were held with Patrick Pauly, interim Water Works Superintendent, and Amy Hefter, Water Works Personnel Officer.

The following recommendations in this report are made to reclassify some positions, raise some minimum recruitment rates, and provide recruitment flexibility based on education, experience, and credentials. Requirements for these positions have not all been assessed yet by the Staffing Division. Equivalent combinations of education and experience may be considered. Please note that similar positions in other departments will be reviewed in a future report.

### Market Pay Data

Market pay data was obtained from the Economic Research Institute (ERI), a service to which the Department of Employee Relations (DER) subscribes, and the 2021 American Water Works Association (AWWA) pay survey. Below is market pay data for similar positions in southeastern Wisconsin from the Economic Research Institute.

#### Quality Assurance Manager with five years of experience

10%	25%	Mean	75%	100%
\$89,602	\$97,554	\$107,868	\$118,249	\$128,550

*Manages, plans, coordinates, and heads the quality control program designed to ensure continuous production/service consistent with established standards; and oversees the development and analysis of statistical data and specifications to determine present standards and establish proposed quality and reliability expectancy.*

#### Laboratory Manager with five years of experience

10%	25%	Mean	75%	100%
\$75,108	\$81,475	\$89,912	\$98,192	\$106,510

*Manages and coordinates activities of workers engaged in performing chemical, microscopic, and bacteriological tests to obtain data for use in a variety of settings including research and medical; establishes specimen preparation procedures, develops, and implements analytical procedures, and*

*evaluates laboratory information; and consults and acts as a resource to subject matter experts and other practitioners, and reports results according to protocols mandated by the governing organization.*

#### **Laboratory Supervisor with four years of experience**

10%	25%	Mean	75%	100%
\$62,665	\$68,760	\$76,744	\$84,796	\$92,826

*Supervises and coordinates activities of personnel engaged in performing laboratory tests of a chemical and physical nature; directs and advises personnel in special test procedures to analyze components and physical properties of materials; and recommends measures to improve methods, performance, and quality of product or service, and suggests changes in working conditions to increase efficiency.*

#### **Chemist with four years of experience**

10%	25%	Mean	75%	100%
\$62,183	\$67,803	\$75,225	\$82,587	\$89,997

*Researches, analyzes, synthesizes, and experiments on substances, for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Excludes paraprofessional chemists.*

#### **Chemist with three years of experience**

10%	25%	Mean	75%	100%
\$58,871	\$64,171	\$71,188	\$78,130	\$85,139

*Researches, analyzes, synthesizes, and experiments on substances, for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Excludes paraprofessional chemists.*

#### **Microbiologist with four years of experience**

10%	25%	Mean	75%	100%
\$58,537	\$63,796	\$70,761	\$77,658	\$84,633

*Researches and studies the growth and characteristics of microscopic organisms, such as bacteria, algae, fungi, or other micro-organisms; evaluates relationships between organisms and disease or the effects of anti-biotics on micro-organisms; studies micro-organisms related to the environment, agriculture, virology, or immunology; and specializes in and studies the growth, structure, development, and general characteristics of bacteria and other micro-organisms. Excludes paraprofessional positions.*

#### **Microbiologist with two years of experience**

10%	25%	Mean	75%	100%
\$53,601	\$58,382	\$64,737	\$70,989	\$77,342

*Researches and studies the growth and characteristics of microscopic organisms, such as bacteria, algae, fungi, or other micro-organisms; evaluates relationships between organisms and disease or the effects of anti-biotics on micro-organisms; studies micro-organisms related to the environment, agriculture, virology, or immunology; and specializes in and studies the growth, structure, development, and general characteristics of bacteria and other micro-organisms. Excludes paraprofessional positions.*

#### **Quality Assurance Specialist with four years of experience**

10%	25%	Mean	75%	100%
\$54,762	\$59,266	\$65,316	\$71,147	\$77,143

*Assists the Quality Manger with internal and external audits; prepares and keeps auditing protocol; verifies that new products meet quality standards; and performs root cause analysis and works to ensure a non-conforming product is addressed.*

#### **Chemist with one year of experience**

10%	25%	Mean	75%	100%
\$52,065	\$56,694	\$62,868	\$68,928	\$75,089

*Researches, analyzes, synthesizes, and experiments on substances, for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Excludes paraprofessional chemists.*

#### **Laboratory Technician with two years of experience**

10%	25%	Mean	75%	100%
\$39,121	\$42,305	\$46,543	\$50,526	\$54,723

*Performs laboratory tests or other laboratory work using conventional and computerized machines and work aids; performs laboratory work and tests according to prescribed standards; determines chemical and physical characteristics or composition; and sets up, readjusts, and operates laboratory equipment and instruments. Usual requirement is two years of post-secondary education in field of specialty; however, some companies may accept equivalent combinations of education and experience.*

Below is market pay data from the 2021 American Water Work Association pay survey. Rates are based on a population size of 500,000 – 1,000,000 – All Participants.

#### **Water Quality/Lab Manager**

Min	Mid	Max
\$85,295	\$109,869	\$134,331

*Responsible for the direction, administration, and operation of the water quality laboratory; ensure quality and compliance with the requirements of state and federal regulatory agencies through the monitoring and testing of water introduced into the water system.*

#### **Chemist - Senior**

Min	Mid	Max
\$65,751	\$79,831	\$94,523

*Under general supervision, performs chemical and physical analyses for purposes of water quality assurance; and develops and supports research and special projects. Typically has a bachelor's degree in chemistry and five or more years of experience.*

#### **Chemist - Intermediate**

Min	Mid	Max
\$60,732	\$73,794	\$86,976

*Under supervision, performs chemical and physical analyses for purposes of water quality assurance. Typically has a bachelor's degree in chemistry and two to four years of experience.*

#### **Chemist - Associate**

Min	Mid	Max
\$59,025	\$70,635	\$81,570

*Under direct supervision, performs chemical and physical analyses for purposes of water quality assurance. Typically has a bachelor's degree in chemistry and zero to two years of experience.*

### Position Descriptions and Recommendations

Current	Water Quality Manager	PR 1KX (\$87,472 - \$122,465) FN: Recruitment at any point with DER/F&P Chair approval	One Position
Recommended	Water Quality Manager	PR 1KX (\$87,472 - \$122,465) FN: Recruitment at \$97,554/any point with DER/F&P Chair approval.	One Position

The Water Quality Manager leads and directs the staff and operations of the Milwaukee Water Works (MWW) Certified Water Quality Section. This position provides vision and leadership to chart the strategic direction of the laboratory in collaboration with federal and state agencies; monitors the water treatment process and water laboratory results to ensure production of the highest quality of water that meets or exceeds all federal, state, and local guidelines, rules and regulations; and establishes, monitors, and periodically updates water quality monitoring programs for unregulated and emerging contaminants based on and consistent with current trends in the water industry. The Water Quality Manager and staff identify research needs and projects for both water treatment plants and the distribution system, and implements studies, collects samples, and prepares reports in support of these functions. Duties and responsibilities include:

- 30% Direct the overall operations of the Water Quality laboratories to provide water treatment process control and applied research; maintain USEPA and WDNR Chemical Drinking Water and Wisconsin Department of Agriculture Microbiological Certifications; manage, develop, and implement new standard operating procedures to ensure advanced water quality monitoring and compliance of the utility; manage water quality testing and data reporting for Lead Service Line Replacement Program; ensure proper and accurate documentation to meet regulatory requirements to maintain data stores; consult and advise Water Plant, Distribution, and Engineering Managers to optimize water treatment processes and monitoring to ensure safe, high quality regulatory compliant water at all times; assist other MWW sections with regulatory reporting, including annual Consumer Confidence Report; and direct all water quality testing and reporting required by the Partnership for Safe Water.
- 25% Plan, direct, and monitor applied research activities to achieve continuous improvement in water treatment involving source of supply, treatment techniques, chemical application, and other areas affecting water quality; coordinate research activities among staff, other section staff, and/or other departments and/or agencies; review study processes and results for publication, review, presentation, and/or distribution of study findings; as a member of the Water Work's senior management team, advise the Superintendent on plant operations related to chemical dosing guidelines, disinfection protocols, and pumping as it relates to water quality and distribution requirements.
- 15% Review Plant data for accuracy; review monthly reports, ensure accuracy and compliance; submit monthly, quarterly, and annual reports on time and complete to regulatory agencies such as the Wisconsin Department of Natural Resources (DNR), United States Environmental Protection Agency (EPA), and State Laboratory of Hygiene; report to City of Milwaukee officials as requested, including semi-annual Lead Service Line Replacement reports; and undergo regularly audits as required by DNR and EPA Certification.

- 10% Respond to and manage water quality issues and concerns by enacting regulatory processes including emergency preparedness procedures; ensure all regulatory compliance processes are followed and reported; provide key information to superiors as well as plant managers, the Milwaukee Health Department, public information officer, and regulatory agencies as required to meet the needs of the particular situation; establish new MWW monitoring procedures related to emergency protocols as needed; maintain control of all water quality non-compliant issues until resolved; maintain a high level of customer service, including prompt and clear water quality testing for customers; and provide customer service training to other sections as it relates to water quality calls.
- 5% Provide section leadership by setting goals, hiring high-skilled and well-educated staff, staying ahead of water quality research and emerging trends and issues, and monitoring section compliance and results; provide training and proficiency testing for other sections; and participate in community events.
- 5% Perform liaison activities with the EPA, DNR, Engineering, Milwaukee Health Department, MMSD, and other external entities regarding quality issues; being a key member of the Interagency Clean Water Advisory Council and MHD Laboratory System Improvement Program, prepare and present reports and studies in collaboration with and for the groups; act as Superintendent’s and/or Administration Manager’s designee when requested; and present information relating to water quality and lead to standing committees of the Common Council and interested stakeholders.
- 5% Prepare annual O&M budget requests; monitor and control expenditures and submit recommendations for capital improvements; plan and purchase technical water quality instruments; and provide a vision for the Water Quality Section to address future drinking water and public health concerns.
- 5% Fulfill the duties of the weekend duty manager as assigned.

Minimum qualifications include a bachelor’s degree in chemistry or environmental studies; five years of experience related to laboratory applied science, water quality monitoring and compliance, environmental monitoring, and/or program compliance with four years of experience as a laboratory manager or supervisor; and a background in regulatory compliance, setting compliance monitoring programs and schedules in place, and research.

This position was last studied in 2019 when it was reallocated from Pay Range 1JX (\$80,442 - \$112,627) (2019 Rates) to the current Pay Range 1KX (\$85,757 - \$120,064) (2019 Rates). The market data supports a higher recruitment rate and we recommend adding the recruitment rate of \$97,554 plus continuing recruitment at any point in the range with the approval of DER and the Chair of Finance and Personnel.

Current	Water Quality Operations Manager	PR 1FX (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval.	One Position
Recommended	Water Quality Operations Manager	PR 1GX (\$67,763 - \$94,870) FN: Recruitment at \$81,475/any point with DER approval.	One Position

The Water Quality Operations Manager provides operational management to the Water Quality Section laboratories. This position supervises Water Quality staff by providing work assignments, scheduling, and monitoring completion dates and deadlines; provides training and oversight of techniques and processes to ensure strict compliance with local, state, and federal regulations, including chemistry and microbiology laboratory accreditation requirements; researches and develops new methods to improve Water Quality operational efficiency; and plans and coordinates projects involving analytical chemistry and instrumentation. Duties and responsibilities include:

- 20% Supervise Water Quality employees; manage rotating schedules to ensure adequate staffing of two Water Quality laboratories; manage vacation policy, monitor sick leave, FMLA and other paid leaves, ensuring compliance with work rules; monitor job assignments and ensure deadlines are being met with accuracy and compliance with state and federal regulations, including U.S. Environmental Protection Agency (EPA), Safe Drinking Water Act, Wisconsin Department of Natural Resources (DNR), Wisconsin Department of Agriculture, Trade and Consumer Protection, Local Water Quality Standards, Occupational Health and Safety Agency relations, and the Department of Commerce Regulations; and conduct staff orientation and training programs and coaching, proper techniques, and professionalism.
- 20% Maintain strict quality control of all sampling and laboratory processes and procedures to ensure continuity of laboratory certification; develop and implement scientifically sound approaches to validate quality of data, including establishing concentrations and frequency of control sample testing and ensuring data generated is within acceptable ranges.
- 10% Develop new methods, devise method manuals, and oversee projects that perform complex and specialized water quality analyses (such as use of the atomic absorption spectrophotometer and total organic carbon analyzer) on raw, treatment plant, and distribution system samples for plant optimization, research projects, documenting water quality and to comply with state, federal, and local standards and regulations; make reagents and prepare materials for these water quality analyses; ensure laboratory adheres to strict quality control programs to provide scientifically defensible data; maintain accurate and complete records of these tests; summarize and interpret results; and meet quality criteria by scheduling and passing performance tests of known and unknown samples.
- 10% Complete the Raw, Plant Effluent and Distribution Water Quality annual reports, including compiling and organizing data needed to be included in the annual Consumer Confidence Reports; online entry and/or approval of data to EPA's Central Data Exchange; and participate in distribution system sampling program and analysis of samples.
- 10% Conduct training for Water Quality and Plants section employees in regards to the online instrumentation program and laboratory analyses of grab samples to verify results of continuous monitoring instruments such as chlorine, particle counts, turbidity, fluoride, pH, ozone, ammonia, phosphate, and jar tests; document training conducted; conduct annual proficiency testing for all Plant Operators to document competency in performing routine laboratory analyses; ensure Safety Data Sheets are filled and GHS codes are affixed to new materials; and order materials and supplies as needed.
- 10% Oversee progress and creation of special projects to be performed by the Water Quality Operations Manager and Water Quality staff; including research into emerging contaminants, changing regulations, advances in water treatment and monitoring, disinfection by-product formation and other topics of concern or interest.

- 10% Ensure all staff maintain required certifications; assist staff with training and education opportunities to maintain certifications throughout employment; and conduct and facilitate continuing education opportunities for Water Quality and Plant staff.
- 5% Authorize payment of Water Quality section invoices using the FMIS system and assist with payroll and related bill paying records and documentation within HRMS and FMIS.
- 5% Act as the Water Quality Manager in his/her absence; organize and schedule tours of facilities; respond to customer requests for information and complaints regarding water quality, investigate water quality problems, and recommend corrective action; follow up to ensure complete customer satisfaction; and provide oversight of monthly tracking and written summary of responses to customer water quality complaints.

Minimum qualifications include a bachelor’s degree in chemistry or environmental studies and five years of laboratory experience in clinical, environmental, public health, or private sector.

This position was last studied in 2014 when it was reallocated from Pay Range 1DX (\$54,865 - \$76,807) (2014 Rates) to the current Pay Range 1FX (\$62,338 - \$87,270) (2014 Rates). The market data supports a higher rate of pay and we recommend placing this position in Pay Range 1GX (\$67,763 - \$94,870) with a recruitment rate of \$81,475 and continuing recruitment at any point in the range with the approval of DER.

Current	Water Chemist Project Leader	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$59,780/any point with DER approval	One Position
Recommended	Water Chemist Project Leader	PR 2IN (\$59,632 - \$83,481) FN: Recruitment at \$67,803/any point with DER approval	One Position

The Water Chemist Project Leader works directly with the Water Quality Operations Manager to plan and coordinate programs, most notably, all projects involving lead, in the Analytical Chemistry Laboratory. This position assists the Water Quality Manager to ensure a timely completion of all section projects and work projects as assigned; and understands analytical instrumentation and procedures used in the Water Quality Section as well as statistical methods and Quality Control and Quality Assurance as applied in an accredited environment under the regulations of USEPA and/ or Wisconsin Department of Natural Resources. Duties and responsibilities include:

- 50% Plan, develop, and implement new methodology for regulatory compliance and research purposes; draft and review Standard Operating Procedures (SOPs) for new methods, protocols, and standard laboratory procedures; operate, maintain, and troubleshoot advanced instrumentation in the Analytical Chemistry Laboratory, including GC-MS, ICP-MS, Ion Chromatography, TOC, UV-VIS, FT-IR, centrifuges, balance and other ancillary equipment; analyze water samples from surface water, process water, finished water, and tap water – especially lead samples – as needed to prepare results for compliance, customer concern and research demands, and any other requests that are within the scope of the Water Quality Section; and apply QC/QA as described under the certification program that is adopted by the Water Quality section.
- 25% Train and assist the Water Chemist staff who are specifically assigned to the projects and programs of the Analytical Chemistry Laboratory, in analytical proficiency of existing methods,

troubleshooting, data processing, reporting and QA/QC protocols, or to help in the completion of projects; insures accuracy of test results by maintaining methods and instruments in optimal working order, and by checking that quality control procedures have been followed daily; and maintains a safe working environment and responds to emergency situations in the Analytical Chemistry Laboratory section.

- 20% Assumes responsibility for designated program in the Analytical Chemistry Laboratory section in the absence of the Water Quality Operations Manager; assists in establishing work assignments and arranging duty schedules; assists in training and continuing education for water chemist staff, and interns; helps to maintain current SOP manual; works closely with Water Quality Operations Manager to fulfill timely submission of results and compliance paperwork per regulatory agencies mandates; and meets with the Water Quality Operations Manager and chemists periodically to help plan and coordinate Analytical Chemistry Laboratory section projects, and to assist in the initiation, development, and establishment of new methods, projects and procedures.
- 5% Other duties as required and assigned by the Water Quality Operations Manager to fulfill the obligations of the Analytical Chemistry Laboratory section.

Minimum qualifications include a bachelor's degree in chemistry, microbiology, environmental science, or related field; and four years of laboratory experience and/or training in clinical, environmental, public health, or private sector, preferably in analytical chemistry.

This position was last studied in 2017 when it was classified as a new position. The market data supports a higher rate of pay and we recommend placing this position in Pay Range 2IN (\$59,632 - \$83,481) with a recruitment rate of \$67,803 plus continuing recruitment at any point in the range with the approval of DER.

Current	Water Quality Assurance Specialist	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval.	One Position
Recommended	Water Quality Assurance Specialist	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval.	One Position

The Water Quality Assurance Specialist is responsible for maintaining quality control and assurance for the Water Quality section to maintain the integrity and credibility of laboratory data and procedures to meet Milwaukee Water Works (MWW) and Wisconsin Department of Natural Resources regulations and accredited laboratory requirements. Duties and responsibilities include:

- 25% Monitor internal QA/QC activities including SOP preparation, method detection limits, data quantification, etc. to meet scheduled deadlines, and monitor data quality using statistical methods to identify potential deficiencies and communicate those to management.
- 20% Perform routine reviews to ensure that quality of reported data is appropriately documented as required by the quality manual and application certification requirements.
- 15% Maintain laboratory certification through administration of proficiency testing, including initial demonstration of competency testing, submitting the required applications and documentation in a timely matter, and regularly reviewing proficiency testing.

- 10% Develop and lead an internal auditing process, ensure any deficiencies are reported and addressed in a timely manner.
- 10% Review the laboratory’s quality systems for general compliance with the quality assurance manual and certification/compliance requirements; and update quality systems when necessary and provide direction to cease laboratory processes as deemed appropriate.
- 5% Assist internal customers with problem resolutions relating to laboratory data, quality assurance, and compliance requirements.
- 5% Where appropriate, oversee laboratory information management systems.
- 5% Along with management staff, respond to after-hour requests for laboratory services and supervision of weekend staff on rotation.
- 5% Complete special projects as assigned.

Minimum qualifications include a bachelor’s degree in chemistry, biology, statistics, or a related field, including at least 24 semester hours in chemistry; and four years of job-related experience.

This position was last studied in 2019 when it was classified as a new position. The market data supports a higher recruitment rate and we recommend increasing the recruitment rate to \$64,171 and continuing recruitment at any point in the range with the approval of DER.

Current	Water Microbiologist - Senior	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval.	One Position
Recommended	Water Microbiologist - Senior	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval.	One Position

The Water Microbiologist – Senior will perform specialized microbiological analyses in accordance with state and federal regulations and local standards. This position will work directly with the Water Quality Manager to assess new techniques to meet the changing needs of the water treatment plant and emerging microbiological contaminants (e.g. premise plumbing pathogens) that may become regulated or affect public health. This position is also responsible for maintaining microbiology laboratory state certification. Duties and responsibilities include:

- 50% Plan, develop, and implement new technology for research and regulatory compliance purposes; draft new and review standard operating procedures for new methods, protocols, and standard laboratory procedures; operate, maintain, and troubleshoot all microbiological equipment, including autoclaves, incubators, refrigerators, freezers, etc.; analyze water samples from surface water, process and treated water, finished and distribution water for compliance, customer concerns, and research demands; and apply QA/QC as described under the Water Quality laboratory certification program.
- 20% Oversees Water quality certification and assumes responsibility of compliance monitoring and sampling in the absence of Water Microbiologist – this includes certification recording and tabulating proficiency results; recording proficiency performance of each analyst and maintaining

all equipment maintenance and calibration data for laboratory audits; ensures that the required number of samples are collected, tested, and recorded; and stays current with all of the regulations pertaining to compliance monitoring.

- 15% Train microbiological staff and chemists assigned to projects and programs of the Microbiology portion of the Water Quality Laboratory in micro- and molecular biology techniques, methods, troubleshooting procedures, data processing, reporting, and QA/QC protocols; ensure accuracy of test results by checking that quality control procedures are continuously followed; and maintains a safe working environment and responds to emergency situations as needed.
- 10% Assists in establishing work assignments for microbiological projects, keeps current records of projects, and advises Water Quality management of emerging microbiological concerns.
- 5% Other duties and responsibilities as assigned.

Minimum qualifications include a bachelor's degree in microbiology or related field plus four years of experience in an environmental laboratory.

This position was last studied in 2019 when it was classified as a new position. The market data supports a higher recruitment rate and we recommend increasing the recruitment rate to \$64,171 and continuing recruitment at any point in the range with the approval of DER.

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

The Lead Water Chemist leads a team to maintain regulatory compliance of the water treatment process and distribution of continuous, safe potable water for over 850,000 customers. Under the direct supervision of the Water Quality Operations Manager, the Lead Water Chemist guides, assists, and often prioritizes Water Chemist duties, tasks, and functions of providing quality control procedures and preventative maintenance of online instrumentation. This position is responsible for validating and verifying water quality data through review and documentation. Duties and responsibilities include:

- 40% Provide oversight and direction of the online instrumentation program to ensure that data from these instruments will be reliable and provide valid and verifiable data; work with Water Quality staff, Plants staff, Instrumentation staff, Plant Automation, and Maintenance staff; make recommendations for purchasing instruments after reviewing information from manufactures; prepare SOPs for instrument calibration, verification, and routine maintenance; make recommendations for preventative maintenance (PM) activities and schedules; evaluate instrument performance (and resulting data quality) using statistical techniques to be reviewed by Water Quality Operations Manager and Water Quality Manager; ensure validity of reference data by implementing quality assurance program for laboratory bench-top instruments and documenting analyst competence through the use of known standards, duplicates, blind samples, and other accepted quality control techniques under direction of the Water Quality Operations Manager; utilize computer data storage, databases, and data manipulation tools to the maximum extent possible to facilitate the usefulness and accessibility of the bench-top and online data; supervise and direct Water Chemists in these tasks and review their work, reports, summaries,

and data recording; ensure work is done in a timely and easily retrievable fashion and provide training as needed; assist in data interpretation as plants operations staff perform laboratory analyses of grab samples to verify results of continuous monitoring instruments such as chlorine, particle counts, turbidity, fluoride, pH, ozone residuals, phosphate, ammonia, conductivity and temperature; and analyze samples with complex lab instrumentation including Ion Chromatography, TOC Analyzer and AA Spectrophotometer.

- 20% Serve as the lead worker for the Water Chemists and oversee the Chemist' role of analyzing grab samples and performing quality control maintenance on the online instrumentation and water quality monitors throughout the water plants; provide direction and guidance for chemists so they can troubleshoot anomalous readings given by the online instrumentation and find resolutions to issues involving data from online instrumentation.
- 20% Utilize knowledge of water treatment process and water quality information from continuous monitoring instruments to assist water plant operations staff in fine-tuning and optimizing specific components of the treatment process such as filter operation, coagulant dosage, chlorine residuals, CT targets for ozone and chlorine, and others as identified by staff.
- 15% Perform administrative tasks such as preparing reports for submission to the Department of Natural Resources (DNR), responding to need for data analysis, ordering chemicals and other laboratory supplies, authorizing payment for received goods; participate and actively contribute in regular meetings of Water Quality, Distribution, and Plants sections; promote workplace safety; preparation and administration of MWW operator proficiency testing program when requested by the Water Quality Operations Manager; preparation of the proficiency testing program samples; monthly, quarterly, and annual water treatment plant and distribution system sampling; special projects; participation in the MWW Microbiological program; distribution site sampling; field customer complaints; ensure chemical vendor QC compliance; and calibration of distribution field worker turbidity and chlorine analyzers.
- 5% Other duties and responsibilities as assigned.

Minimum qualifications include a bachelor's degree in chemistry, microbiology, water and wastewater technology, or a related field; and five years of experience in an environmental laboratory.

These positions were last studied in 2017, when a market study was conducted, and were changed from Pay Range 2EN (\$54,980 - \$63,426) (2017 Rates) to Pay Range 2GN (\$51,469 - \$72,063) (2017 Rates) with a recruitment rate of \$54,980 and at any point in the range with the approval of DER.

Since then, the duties and responsibilities of these positions have changed. A significant reason for the changes was the department obtaining additional Water Quality Laboratory Certifications in 2019. These certifications were through the Department of Natural Resources (DNR) and are related to the analysis of trace metals, including lead and copper, and for continuously monitoring water quality parameters such as chlorine and fluoride.

New duties and responsibilities include learning and using a new specialized laboratory information management software (LIMS) to track samples, results, reagents, and customer calls; assisting and training other staff on using LIMS; operating advanced laboratory instrumentation including gas chromatography and inductively coupled plasma mass spectroscopy; and completing more rigorous proficiency testing.

The work has become more complex and suggests a higher pay range. The market data also supports a higher rate of pay. We recommend the title be changed to Water Chemist – Senior to be consistent with the other titles of Water Microbiologist – Senior, Microbiologist – Senior, and Chemist – Senior that are all in the same pay range. We therefore recommend reclassifying these four positions from Lead Water Chemist in Pay Range 2GN (\$52,498 - \$73,504) with a recruitment rate of \$56,080 to Water Chemist – Senior in Pay Range 2HN (\$55,962 – \$78,342) with a recruitment rate of \$64,171 plus continuing the provision of recruitment at any point in the range with the approval of DER.

Current	Water Quality Analyst	PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$57,902.	One Position
Recommended	Water Quality Analyst	PR 2GN (\$52,498 - \$73,504) FN: Recruitment at \$62,183/any point with DER approval.	One Position

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

- 50% 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; other research focus areas may include source water, water aesthetics, and increased reliability/robustness of treatment processes, and new and innovative approaches to assuring Safe Drinking Water Act (SDWA) regulatory compliance; responsible for operating advanced instrumentation such as atomic absorption, ion chromatography, etc.; and assist other departments on special projects – special projects may include work with Engineering and Distribution and can include contact with other Water Utilities outside of Milwaukee Water Works for meeting regulatory requirements.
- 20% Recommend and implement, as directed, essential research and pilot testing to address source water quality, finished water and distribution system water quality concerns, and other topics; research components may include: novel, new, or innovative water quality monitoring and detector technologies, new or cutting edge water treatment techniques, and technologies designed to improve finished water quality to generate cost/time saving measures; 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 high level of written and oral communication skills.
- 10% Respond to water customer requests for information, concerns regarding water quality, and investigate water quality problems and recommend corrective action; follow-up to ensure complete customer service 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, or enhancements as need to maintain the highest level of safe drinking water.
- 10% Design, recommend, and help implement new monitoring programs for the Water Quality section; design an online water quality monitoring network for a specific area of the distribution

system that incorporates online and/or laboratory procedures for the microbiological and chemical analysis of distribution system water quality – such a monitoring system would include selection and coordination of sites, water sampling equipment/monitors/ SCADA system development, development of calibration and inspection schedules, maintenance records, develop written procedures, train staff to perform analytical analysis and data interpretation for use by MWW; and participate and actively contribute in regular meetings of the Water Quality, Distribution, Engineering, and Plants sections.

5% Responsible for entry of distribution sample analysis into the DNR EMOR website; conduct duties of Water Microbiologist, Lead Water Chemist, Water Chemist, and other Water Quality positions as assigned; and conduct sampling for regulatory requirements and studies, as well as other laboratory duties as assigned.

5% Other duties and responsibilities as assigned.

Minimum qualification includes a bachelor’s degree in chemistry, microbiology, environmental science, or a related field; and five years of experience in the scientific and physical analysis of potable water quality and/or environmental chemistry including two years of research experience.

This position was last studied in 2009 when it was reallocated downward from Salary Grade 07 to Pay Range 598 as the position no longer had full supervisory responsibilities. In 2012, as part of the restructuring of the Salary Ordinance, the pay range was changed from 598 to 2GN with no change in pay.

The market data supports a higher recruitment rate, and we recommend increasing the recruitment rate to \$62,183 plus adding recruitment at any point in the range with the approval of DER.

Current	Water Microbiologist	PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval.	One Position
Recommended	Water Microbiologist	PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval.	One Position

The Water Microbiologist performs complex, specialized and routine microbiological analyses of water samples in accordance with state and federal regulations and local standards for potable water. This position performs microbiological analyses of solid and other matrices, including filter media in accordance with AWWA 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 but not limited to testing and electronic reporting of test results; and maintains microbiology laboratory state certification. Duties and responsibilities include:

40% Perform microbiological analysis of water; perform both routine and complex, specialized microbiological examinations of water including raw water, treatment process samples for water treatment plants, and distribution system samples for plant optimization, research projects, documenting water quality, and to comply with state and federal regulations as well as local standards; new main water sample testing – tests include total/fecal coliforms, E. coli, Clostridium, Bacillus, bacterial genus/ species identification, Giardia/Cryptosporidium sample collection and/or testing; maintain accurate and complete records; summarize and interpret

- results; prepare media and reagents as needed; and prepare and maintain response protocol to inadequacies in microbiological quality and lab certification deficiencies.
- 15% Advance microbiological capabilities; maintain awareness of advances in microbiological evaluation of water quality and of the changing and evolving needs of the water utility; under the guidance of the Water Quality Operations Manager, assess new techniques, such as rapid and more effective detection of microorganisms, new ways to document plant performance, and new procedures to be utilized by water quality groups and water plant laboratories; participate in selection topics, experimental design, and evaluation of results; summarize results using statistical and graphical techniques; draft summary reports and methods manuals; perform administrative tasks such as prepare reports for submission to the Department of Natural Resources (DNR), respond to the need for data analysis, order chemicals and other microbiology laboratory supplies; and promote workplace safety and aseptic techniques.
- 15% Participate in the distribution system sampling program, analysis of samples, and responding to customer inquiries and concerns; prepare documentation of results for customer and internal records; and enter data into MWW complaint database, using Microsoft Access and Enquesta.
- 15% Implement and evaluate quality assurance program to document validity of results; document analyst competence through the use of known standards; meet quality criteria by passing performance tests of known and/or unknown samples; maintain scientifically defensible records; and prepare and update microbiological procedures manual and quality assurance.
- 10% Microbiological plant process monitoring; work in conjunction with Water Chemists in routine microbiological analyses; ensure adequacy of monitoring within treatment plant and distribution network; ensure monitoring meets federal and state regulations as well as local standards; direct implementation of new methods for routine monitoring; evaluate analyst performance through quality assurance program and proficiency program; train and assist Water Laboratory Technicians in preparation of media and reagents for microbiological analyses, sample collection and maintaining lab certification; and provide training as needed.
- 5% Other duties and responsibilities as assigned.

Minimum qualifications include a bachelor's degree in microbiology or related field; and two years of experience in an environmental laboratory.

This position was last studied in 2017 when a market study was done, and the position was changed from Water Microbiologist II in Pay Range 2DN (\$47,588 - \$59,488) (2017 Rates) to Water Microbiologist in Pay Range 2FN (\$48,294 - \$67,616) (2017 Rates) with recruitment at any point in the range with the approval of DER.

The market data supports a higher rate of pay and we recommend adding the recruitment rate of \$59,025 and continuing recruitment at any point in the range with the approval of DER.

Current	Water Chemist	PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$48,001/any point with DER approval.	Nine Positions
Recommended	Water Chemist	PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval.	Nine Positions

The Water Chemist validates and verifies the precision and accuracy of on-line water quality process and control instrumentation used throughout the water treatment process. This position helps ensure that the reliability of water quality information and data from the on-line process control instrumentation is the highest level attainable and performs analyses according to United States Environmental Protection Agency Certified Lab Standards. Duties and responsibilities include:

- 45% Calibrate and perform regular and routine quality control/quality assurance evaluations; maintain proficiency at the Linnwood and Howard Avenue Treatment Plants and Texas Pumping Station which includes the different processes, instrumentation, and equipment; troubleshoot process online instrumentation which is designed to regulate and continuously monitor the water treatment process; work a rotating schedule that involves nine (9) shift rotation between Linnwood and Howard Treatment Plants to maintain essential operations 24/7/365, including mandatory overtime and 'must report stand-by' assignments; assure all water quality objectives and regulatory standards are met, and maximum water quality is achieved; and perform microbiology tests and maintain those records in the absence of the Microbiologist.
- 25% Maintain accurate records of test results and data logged in a timely manner, including generated reports and graphs; complete preventative maintenance work orders and generate work orders for malfunctioning equipment or instrumentation.
- 15% Interpret and utilize data from calibration and verification checks to make accurate and timely assessments of instrument performance; prepare standards, materials, reagents, and solutions required to perform chemical tests, analyses, and calibration examination per section standard operating procedures.
- 5% Assist operations personnel in use of data to make water quality treatment adjustments; maintain a clean work environment; and assist in employee training as directed by the Water Quality Operations Manager.
- 5% Maintain testing proficiency according to the Water Quality section standard operating procedures and Wisconsin Department of Natural Resources Statute.
- 5% Other duties and responsibilities as assigned.

Minimum qualifications include a bachelor's degree in chemistry, biology, environmental science, or related field.

These positions were last studied in 2017, when a market study was conducted. These positions were changed from Water Chemist II in Pay Range 2CN (\$47,060 - \$55,825) (2017 Rates) to Water Chemist in Pay Range 2EN (\$45,306 - \$63,426) (2017 Rates) with a recruitment rate of \$47,060 and at any point in the range with the approval of DER.

Since then, the duties and responsibilities of these positions have changed. As indicated earlier in the report, a significant reason for the changes was the department obtaining additional Water Quality Laboratory Certifications in 2019.

New duties and responsibilities include learning and using a new specialized laboratory information management software (LIMS) to track samples, results, reagents, and customer calls; completing quality control samples on a more regular basis with each analytical batch; a higher standard of care with record keeping; and completing more rigorous proficiency testing.

The work has become more complex and suggests a higher pay range. The market data also supports a higher rate of pay. We recommend reallocating these nine positions to Pay Range 2FN (\$49,260 – \$68,968) with a recruitment rate of \$59,025 plus continuing recruitment at any point in the range with the approval of DER.

Current	Water Laboratory Technician	PR 5DN (\$36,977 - \$43,774)	Three Positions
Recommended	Water Laboratory Technician	PR 3FN (\$39,278 - \$48,114) FN: Recruitment at \$42,305/any point with DER approval.	Three Positions

The Water Laboratory Technician collects water samples of various types throughout the Milwaukee Water Works (MWW) service area, including but not limited to designated sampling locations, distribution systems, and at customer homes. This position applies proper water sampling collection techniques and handling methods; provides analysis of samples both in the field and in the laboratory; and transports samples and/or equipment to MWW facilities as well as other City departments, and provides support functions to the Microbiology and Water Chemistry programs within the MWW Water Quality section. Duties and responsibilities include:

- 60% Collect and analyze water samples; coordinate and conduct city-wide distribution system sampling for bacteriological and chemical parameters; collect samples from pre-set sites on a scheduled frequency; in the absence of the Microbiologist, keeps track of number of required monthly samples and monitor progress towards completion in order to meet state and federal regulations; respond to customer complaints using knowledge and judgement with courtesy and tact; determine appropriate types and locations of samples to be collected to assess and facilitate Water Quality response to the customer; conduct field tests including use of multi-parameter analyzers and other meters to assess water quality conditions; obtain water samples from other locations as needed, including source water and treatment process sites, and perform routine chemical/physical analyses including, but not limited to, pH, total and calcium hardness, alkalinity, chlorine residual, etc. according to standard quality control guidelines; and maintain complete and accurate records.
- 25% Provide microbiological program assistance by preparing and conducting basic microbiological testing procedures; under the general direction of the Water Microbiologist, the incumbent assists in ensuring that media and supplies are available and reading at all times for analysis of microbiological samples – this includes preparation of bacteriological media and chemical reagents, sterilization of glassware, media, and waste, along with other general tasks; track inventory of supplies and notify Microbiologist of needed items to order; conduct bench chemical/physical tests and QA/QC tests, which are not part of routine microbiological procedures; and perform microbiological testing on weekends and in the absence of the Microbiologist.
- 10% Under direction of the Water Quality Operations Manager, participate in applied research projects; collect and analyze samples from various locations; operate and maintain bench equipment; conduct tests in a manner that assures a high level of accuracy for the data submitted; maintain complete and accurate documentation and records; and conduct clean-up of all materials

and supplies used, as well as work areas.

5% Other duties and responsibilities as assigned.

Minimum qualifications include an associate's degree in chemistry, chemistry technology, microbiology, biology, or a related field.

These positions were last studied in 1997 when two positions of Laboratory Helper in Pay Range 325 and one position of Water Quality Technician in Pay Range 260 were reclassified to Water Laboratory Technician in Pay Range 504. In 2012, as part of the restructuring of the Salary Ordinance, the pay range was changed from 504 to 5DN with no change in pay.

In recent years, the duties and responsibilities of these positions have changed. As indicated earlier in the report, a significant reason for the changes was the department obtaining additional Water Quality Laboratory Certifications in 2019.

New duties and responsibilities include learning and using a new specialized laboratory information management software (LIMS) to track samples, results, reagents, and customer calls; completing quality control samples on a more regular basis with each analytical batch; a higher standard of care with record keeping; and completing more rigorous proficiency testing.

The work has become more complex and suggests a higher pay range. The market data also supports a higher rate of pay. Further, due to the nature of work, we recommend moving these positions to Section 3 "Technician" in the Salary Ordinance as the similar position of Health Laboratory Technician is also in this Section. Further, positions in Section 3 may be recruited at any point in the range per Part II, Section 3 (C) of the Salary Ordinance. We therefore recommend reallocating these three positions to Pay Range 3FN (\$39,278 – \$48,114) with a recruitment rate of \$42,305.

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

#### In the Salary Ordinance:

Under Pay Range 1KX:

- Create footnotes (5) and (10), renumber accordingly, and apply to the title 'Water Quality Manager':

(5) Recruitment is at:

Biweekly	3,752.08
Annual	97,554.08

(10) Recruitment is at:

Biweekly	3,864.64
Annual	100,480.64

Under Pay Range 1GX:

- Add the title 'Water Quality Operations Manager'.

Create footnotes (17) and (34) and renumber accordingly:

(17) Recruitment is at:

Biweekly	3,133.65
Annual	81,474.90

(34) Recruitment is at:

Biweekly	3,227.66
Annual	83,919.16

- Apply footnotes (8) (17) (25) and (34) to the title 'Water Quality Operations Manager'.

Under Pay Range 1FX:

- Delete the title 'Water Quality Operations Manager'.

Under Pay Range 2IN:

- Add the title 'Water Chemist Project Leader'.

Create footnotes (12) and (24) and renumber accordingly:

(12) Recruitment is at:

Biweekly	2,607.81
Annual	67,803.06

(24) Recruitment is at:

Biweekly	2,686.04
Annual	69,837.04

- Apply footnotes (9) (12) (21) and (24) to the title 'Water Chemist Project Leader'.

Under Pay Range 2HN:

- Delete the title 'Water Chemist Project Leader'.
- Add the title 'Water Chemist – Senior'
- Remove footnotes (12) and (27) from titles 'Water Microbiologist – Senior' and 'Water Quality Assurance Specialist'.
- Delete contents for footnotes (13) and (28) and repurpose to read:

(13) Recruitment is at:

Biweekly	2,468.12
Annual	64,171.12

(28) Recruitment is at:

Biweekly	2,542.16
Annual	66,096.16

- Apply footnotes (13) and (28) to titles 'Water Microbiologist – Senior' and 'Water Quality Assurance Specialist'.
- Apply footnotes (13) (15) (28) and (30) to the title 'Water Chemist – Senior'.

Under Pay Range 2GN:

- Delete the title 'Lead Water Chemist'
- Remove footnotes (3) and (20) from the title 'Water Quality Analyst'.
- Delete contents for footnotes (9) and (26) and repurpose to read:

(9) Recruitment is at:

Biweekly	2,391.65
Annual	62,182.90

(26) Recruitment is at:

Biweekly	2,463.40
Annual	64,048.40

- Apply footnotes (9) (15) (26) and (32) to the title 'Water Quality Analyst'.

Under Pay Range 2FN:

- Create footnotes (12) and (24), renumber accordingly, and apply to the title ‘Water Microbiologist’:

(12) Recruitment is at:

Biweekly	2,270.19
Annual	59,024.94

(24) Recruitment is at:

Biweekly	2,338.30
Annual	60,795.80

- Add the title ‘Water Chemist’ and apply footnotes (5) (12) (17) and (24).

Under Pay Range 2EN:

- Delete the title ‘Water Chemist’
- Delete footnotes (4) and (22) and renumber accordingly.

Under Pay Range 3FN:

- Add the title ‘Water Laboratory Technician’
- Create footnotes (3) and (6), renumber accordingly, and apply to the title ‘Water Laboratory Technician’:

(3) Recruitment is at:

Biweekly	1,627.12
Annual	42,305.12

(6) Recruitment is at:

Biweekly	1,675.93
Annual	43,574.18

Under Pay Range 5DN:

- Delete the title ‘Water Laboratory Technician’.

In the Position Ordinance:

Under Department of Public Works – Water Works, Water Quality Organization:

- Delete four (4) positions of ‘Lead Water Chemist’
- Add four (4) positions of ‘Water Chemist – Senior’

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Renee Joos  
Renee Joos, Interim Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>4/29/2022</u> <b>File Number</b> <u>212026</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the April 26, 2022 City Service Commission meeting.</u>

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
	<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>	

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> <b>Department Account</b>	<input type="checkbox"/> <b>Contingent Fund</b>
		<input type="checkbox"/> <b>Capital Projects Fund</b>	<input type="checkbox"/> <b>Special Purpose Accounts</b>
		<input type="checkbox"/> <b>Debt Service</b>	<input type="checkbox"/> <b>Grant &amp; Aid Accounts</b>
		<input type="checkbox"/> <b>Other (Specify) _____</b>	

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F**

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. \_\_\_\_\_

**G**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years       3-5 Years

1-3 Years       3-5 Years

1-3 Years       3-5 Years

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H**

List any costs not included in Sections D and E above. \_\_\_\_\_

**I**

Additional information. \_\_\_\_\_

**J**

This Note       Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of April 26, 2022  
Finance and Personnel Committee Meeting of May 4, 2022

<b>NEW COSTS FOR 2022</b>										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	DPW-Water Works	Water Quality Manager	1KX	Water Quality Manager	1KX	\$99,960	\$100,481	\$341	\$48	\$388
1	DPW-Water Works	Water Quality Operations Manager	1FX	Water Quality Operations Manager	1GX	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Water Chemist Project Leader	2HN	Water Chemist Project Leader	2IN	\$59,780	\$67,803	\$5,246	\$1,073	\$6,319
1	DPW-Water Works	Water Quality Assurance Specialist	2HN	Water Quality Assurance Specialist	2HN	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Water Microbiologist - Senior	2HN	Water Microbiologist - Senior	2HN	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Lead Water Chemist	2GN	Water Chemist - Senior	2HN	\$73,097	\$78,213	\$3,345	\$684	\$4,029
1	DPW-Water Works	Lead Water Chemist	2GN	Water Chemist - Senior	2HN	\$64,857	\$69,397	\$2,968	\$607	\$3,576
2	DPW-Water Works	Lead Water Chemist	2GN	Water Chemist - Senior	2HN	\$56,080	\$64,171	\$10,581	\$2,164	\$12,744
1	DPW-Water Works	Water Quality Analyst	2GN	Water Quality Analyst	2GN	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Water Microbiologist	2FN	Water Microbiologist	2FN	\$49,260	\$59,025	\$6,385	\$1,306	\$7,691
1	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$61,157	\$65,438	\$2,799	\$572	\$3,372
4	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$49,441	\$60,796	\$29,698	\$6,073	\$35,771
1	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$49,110	\$59,025	\$6,483	\$1,326	\$7,809
3	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$48,001	\$59,025	\$21,624	\$4,422	\$26,046
3	DPW-Water Works	Water Laboratory Technician	5DN	Water Laboratory Technician	3FN	\$38,086	\$43,574	\$10,765	\$2,201	\$12,966
23								\$100,234	\$20,476	\$120,710

Assume effective date is Pay Period 10, 2022 (May 1, 2022).

<b>NEW COSTS FOR FULL YEAR</b>										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	DPW-Water Works	Water Quality Manager	1KX	Water Quality Manager	1KX	\$99,960	\$100,481	\$521	\$73	\$594
1	DPW-Water Works	Water Quality Operations Manager	1FX	Water Quality Operations Manager	1GX	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Water Chemist Project Leader	2HN	Water Chemist Project Leader	2IN	\$59,780	\$67,803	\$8,023	\$1,641	\$9,664
1	DPW-Water Works	Water Quality Assurance Specialist	2HN	Water Quality Assurance Specialist	2HN	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Water Microbiologist - Senior	2HN	Water Microbiologist - Senior	2HN	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Lead Water Chemist	2GN	Water Chemist - Senior	2HN	\$73,097	\$78,213	\$5,116	\$1,046	\$6,162
1	DPW-Water Works	Lead Water Chemist	2GN	Water Chemist - Senior	2HN	\$64,857	\$69,397	\$4,540	\$928	\$5,468
2	DPW-Water Works	Lead Water Chemist	2GN	Water Chemist - Senior	2HN	\$56,080	\$64,171	\$16,182	\$3,309	\$19,491
1	DPW-Water Works	Water Quality Analyst	2GN	Water Quality Analyst	2GN	N/A	N/A	N/A Above the New Minimum		
1	DPW-Water Works	Water Microbiologist	2FN	Water Microbiologist	2FN	\$49,260	\$59,025	\$9,765	\$1,997	\$11,762
1	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$61,157	\$65,438	\$4,281	\$875	\$5,156
4	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$49,441	\$60,796	\$45,420	\$9,288	\$54,708
1	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$49,110	\$59,025	\$9,915	\$2,028	\$11,943
3	DPW-Water Works	Water Chemist	2EN	Water Chemist	2FN	\$48,001	\$59,025	\$33,072	\$6,763	\$39,835
3	DPW-Water Works	Water Laboratory Technician	5DN	Water Laboratory Technician	3FN	\$38,086	\$43,574	\$16,464	\$3,367	\$19,831
23								\$153,299	\$31,316	\$184,615

Note: Rates may not be to the exact dollar due to rounding.