



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

REVISED 9/12/2022

### Job Evaluation Report

City Service Commission Meeting: September 13, 2022

#### Health Department

Current	Recommended
Public Health Laboratories Director PR 1LX (\$93,232 - \$130,521) (One Position)	Public Health Laboratories Director PR 1LX (\$93,232 - \$130,521) FN: Recruitment at \$110,796/any point with DER and Chair of Finance and Personnel approval. (One Position)
Public Health Assistant Laboratories Director PR 1JX (\$82,051 - \$114,879) FN: Recruitment at any point with DER and Chair of Finance and Personnel approval. (Two Positions)	Public Health Assistant Laboratories Director PR 1JX (\$82,051 - \$114,879) FN: Recruitment at \$92,513/any point with DER and Chair of Finance and Personnel approval. (Two Positions)
Bioinformatician PR 2JN (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval. (One Position)	Bioinformatician PR 2JN (\$63,585 - \$89,016) FN: Recruitment at \$73,960/any point with DER approval. (One Position)
Microbiologist - Lead PR 2JN (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval. (One Position)	Microbiologist - Lead PR 2JN (\$63,585 - \$89,016) FN: Recruitment at \$73,960/any point with DER approval. (One Position)
Public Health Laboratory Operations Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment at any point with DER approval. (One Position)	Public Health Laboratory Operations Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment at \$69,381/any point with DER approval. (One Position)
Laboratory Information Systems Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$62,583/any point with DER approval. (One Position)	Laboratory Information Systems Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)
Laboratory Quality Assurance Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Laboratory Quality Assurance Specialist PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)
Chemist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Chemist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)

Microbiologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (Two Positions)	Microbiologist – Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (Two Positions)
Virologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$56,041/any point with DER approval. (One Position)	Virologist - Senior PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval. (One Position)
Chemist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval. (Five Positions)	Chemist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (Five Positions)
Microbiologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval. (Nine Positions)	Microbiologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (Nine Positions)
Virologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval. (One Position)	Virologist PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval. (One Position)
Laboratory Data Specialist PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$51,730. (One Position)	Laboratory Data Specialist PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$54,105/any point with DER approval. (One Position)
Medical Laboratory Technician PR 3DN (\$38,803 - \$45,287) FN: Recruitment at \$41,508 (Six Positions)	Medical Laboratory Technician PR 3FN (\$39,278 - \$48,114) FN: Recruitment at \$45,256 (Six Positions)

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

The Milwaukee Health Department (MHD) has requested a market study of several positions within the Laboratory Division. Job descriptions and other data were provided by MHD; and discussions were held with Lindsey O'Connor, Human Resources Officer, and Sarah Wangerin, Human Resources Representative.

Please note that the Staffing Division may not yet have assessed the requirements for these positions and equivalent combinations of education and experience may be considered.

### 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. Below is market pay data for similar positions in southeastern Wisconsin from the Economic Research Institute.

**Laboratory Director**

10%	25%	Mean	75%	90%
\$97,900	\$110,796	\$126,798	\$143,652	\$159,523

*Oversees and coordinates laboratory operations; allocates resources efficiently to ensure that production requirements are met; supervises laboratory managers; implements new programs and procedures to improve efficiency and reduce costs; ensures compliance with safety and quality standards; monitors staff documentation; manages inventory as needed; handles technological issues; and may recruit, hire, and train staff, evaluate performance and initiate promotions, transfers and disciplinary action.*

**Laboratory Manager with two years of experience**

10%	25%	Mean	75%	90%
\$67,708	\$73,400	\$80,984	\$88,412	\$95,939

*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 Head (Medical) with two years of experience**

10%	25%	Mean	75%	90%
\$62,901	\$69,011	\$77,043	\$85,162	\$93,281

*Directs and coordinates activities of workers engaged in performing chemical, microscopic, and bacteriological tests to obtain data for use in diagnosis and treatment of diseases; consults and acts as a resource to physicians; assigns workers to duties and oversees performance of tests in the fields of microbiology, chemistry histology, hematology immunohematology, and serology; purchases or directs purchase of laboratory equipment of and supplies; and reviews test results to ensure quality control.*

**Bioinformatics Specialist with three years of experience**

10%	25%	Mean	75%	90%
\$65,887	\$71,423	\$78,782	\$85,972	\$93,250

*Manages biological and genomic data and aids in the design, development, and maintenance of databases containing the information; implements a computer infrastructure to provide highly complex, reliable, and scalable database and writes scripts to analyze it and queries to retrieve it; Supports and assists Bioinformatics Scientists in managing, processing, and analyzing genomic and molecular data; and selects or creates algorithms to process, analyze, visualize, and interpret the data.*

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

10%	25%	Mean	75%	100%
\$54,773	\$59,279	\$65,334	\$71,169	\$77,166

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

**Information Systems Specialist with four years of experience**

10%	25%	Mean	75%	100%
\$54,034	\$58,397	\$64,244	\$69,897	\$75,715

*Provides technical support and contributes to the improvement, implementation, and maintenance of an organization's information systems in order to optimize system performance; manages user security access that includes accounts, logins, access controls, email accounts, phones, and other items connected to the*

information systems; implements internal controls to achieve compliance for internal and external audits; and develops compliance protocols to include in the software and hardware audit.

#### **Data Specialist Quality with two years of experience**

10%	25%	Mean	75%	100%
\$46,886	\$50,613	\$55,635	\$60,415	\$65,348

*Manages the quality, integrity, and validity of asset data, and develops processes to ensure optimum data quality; oversees the input, throughput, and output of data for quality improvement; maintains and reconciles manageable file system of participant records that is easily accessible, confidential, and consistent with data integrity regulations; and provides detailed statistical analysis and reporting and guidance on matters such as quality and systems management initiatives.*

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

10%	25%	Mean	75%	100%
\$42,381	\$45,256	\$49,251	\$52,836	\$56,668

*Performs routine tests, and compiles data from tests in medical laboratory for use in diagnosis and treatment of disease; conducts quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid, under supervision of Medical Technologist; uses microscope to perform blood counts; tests blood for transfusion purposes; may draw blood from patient's finger, ear lobe or vein, observing principles of asepsis to obtain blood samples; and may specialize in hematology, blood bank, cytology, histology or chemistry.*

#### **Position Descriptions and Recommendations – Changes Based on the Market and Alignment with other MHD Positions**

For these first seven classifications we are recommending the addition of recruitment flexibility, unless it already exists and new or changed recruitment rates based on the market and alignment with other MHD positions.

Current	Public Health Laboratories Director	PR 1LX (\$93,232 - \$130,521)	One Position
Recommended	Public Health Laboratories Director	PR 1LX (\$93,232 - \$130,521) FN: Recruitment at \$110,796/any point with DER and Chair of Finance and Personnel approval.	One Position

This position is responsible for the administration and management of the MHD Laboratory; manages, leads and directs the public health laboratory (PHL) programs; provides vision and leadership to chart the strategic direction of the laboratory in collaboration with other local and state agencies, local public health laboratories, the clinical laboratory community, and other system stakeholders; ensures that the laboratory provides relevant, accurate, scientific data essential for disease prevention and control, environmental protection, responding to local and area public health threats caused by common or emerging biological, and chemical agents, including those that may be disseminated through deliberate acts of terrorism; and is responsible for the fiscal integrity, safety, security and regulatory compliance of the PHL.

Minimum qualifications include a doctorate degree in a laboratory science with a minimum of two years of post-doctoral training and experience; and five years of administrative or managerial experience in microbiology, chemistry, public health, or clinical laboratory settings.

Current	Public Health Assistant Laboratories Director	PR 1JX (\$82,051 - \$114,879) FN: Recruitment at any point with DER and Chair of Finance and Personnel approval.	Two Positions
Recommended	Public Health Assistant Laboratories Director	PR 1JX (\$82,051 - \$114,879) FN: Recruitment at \$92,513/any point with DER and Chair of Finance and Personnel approval.	Two Positions

There are two Public Health Assistant Laboratories Directors that oversee two distinct areas:

Public Health Assistant Laboratories Director – Clinical

This position works under the supervision of the Public Health Laboratories Director and assists with the clinical laboratories' new program development; administrative, budgetary, and strategic planning; overall operational support for managing the MHD laboratory quality services and regulatory compliances; serves as the technical director for clinical laboratory assays; and manages daily operations in the microbiology, virology, and molecular sections.

Minimum requirements include a Ph.D. in microbiology, immunology, or molecular biology and two years of experience in a managerial capacity, beyond postdoctoral training, with a clinical or public health laboratory setting performing functions related to molecular biology, microbiology, immunology, and virology; analytical and biochemical testing; and related advanced molecular diagnostic techniques.

Public Health Assistant Laboratories Director – Environmental

This position works under the supervision of the Public Health Laboratories Director and assists with the environmental laboratories' new program development; administrative, budgetary, and strategic planning; and overall operational support for managing the MHD laboratory quality services and regulatory compliances; provides technical leadership, daily environmental laboratory oversight, and new test development, and manages chemistry and environmental microbiology laboratory section's staffing.

Minimum requirements include a Ph.D. or Doctorate Public Health (DrPH) in analytical chemistry, environmental microbiology, or related field; and two years of experience serving in a managerial capacity, beyond postdoctoral training, within an environmental, private or public health laboratory setting performing functions related to analytical chemistry, environmental microbiology testing, and advanced molecular techniques.

Current	Bioinformatician	PR 2JN (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval.	One Position
Recommended	Bioinformatician	PR 2JN (\$63,585 - \$89,016) FN: Recruitment at \$73,960/any point with DER approval.	One Position

This position works under the supervision of the Public Health Laboratory Director and is responsible for performing bioinformatic analyses in support of the Microbiology, Virology, and Molecular Science sections of the MHD Laboratory; collects and analyzes data; generates reports; assists users in depositing and validating data; writes scripts and plug-ins to integrate submissions into laboratory workflows; identifies emerging trends among clinical and environmental samples analyzed at the MHD laboratory; is expected to further develop next generation sequencing (NGS) at the MHD Laboratory, configuring and operating genomic sequencing data hubs, serving as a liaison to laboratory scientists performing molecular biology and NGS, and ensuring compliance with accrediting and regulatory agency

requirements including CLIA (Clinical Laboratory Improvement Amendments) regulations and CAP (College of American Pathologists); develops data which may be used in determining the presence and extent of infectious disease diagnosis and surveillance or in support of applied research; and establishes and monitors quality control systems and measures.

Minimum requirements include a master's degree in bioinformatics, microbiology, medical technology, molecular biology, computer science, public health, or related area; and three years of experience in data processing and analysis and high-complexity laboratory testing in a clinical or public health laboratory setting.

Current	Microbiologist - Lead	PR 2JN (\$63,585 - \$89,016) FN: Recruitment at any point with DER approval.	One Position
Recommended	Microbiologist - Lead	PR 2JN (\$63,585 - \$89,016) FN: Recruitment at \$73,960/any point with DER approval.	One Position

This position works under the direction of the Assistant Laboratory Director and is responsible to assist in the day-to-day microbiology laboratory operations and perform conventional and complex molecular laboratory testing that supports various MHD programs, including waterborne pathogens, communicable and emerging infectious diseases, and emergency preparedness, including bioterrorism preparedness, sexually transmitted diseases and food borne diseases; serves as the lead worker over Microbiologists and Microbiologist - Seniors; assures technical operations of the unit are in compliance with state and federal mandates and guidelines; coordinates quality assurance and quality control (QA/QC) measures, and safety and security measures; monitors proficiency testing performance and policies; conducts training; and assists in continuing education programs.

Minimum qualifications include a master's degree in microbiology, public health microbiology, or medical technological/clinical laboratory science with a minimum of 16 credit hours in microbiology; and five years of experience in a clinical microbiology or public health microbiology laboratory.

Current	Public Health Laboratory Operations Manager	PR 1EX (\$59,632 - \$83,481) FN: Recruitment at any point with DER approval.	One Position
Recommended	Public Health Laboratory Operations Manager	PR 1EX (\$59,632 - \$83,481) FN: Recruitment at \$69,381/any point with DER approval.	One Position

This position works under the direction of the Laboratory Director and is responsible for managing operational and business functions, quality assurance, and outreach for the MHD laboratory; coordinates the implementation of laboratory services including billing, and regulatory compliance with state and federal standards; plays a key role in assisting with functions related to quality control, quality assurance, budget, contracts, grant preparation, and monitoring safety and security activities; is instrumental in maintaining public relations and serving as a liaison between the MHD laboratory, partnering network laboratories, and stakeholders by promoting collaboration among clinical, public health, business and academic partners; and assures good customer service.

Minimum requirements include a bachelor's degree in medical technology/clinical laboratory science, biology, microbiology, molecular biology, chemistry, biochemistry, or related field; and two years of general laboratory managerial or supervisory experience in a hospital or public health-based laboratory.

Current	Laboratory Information Systems Specialist	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$62,583/any point with DER approval.	One Position
Recommended	Laboratory Information Systems Specialist	PR 2HN (\$55,962 - \$78,342) FN: Recruitment at \$64,171/any point with DER approval.	One Position

This position has administrative responsibility for the Laboratory Information System (LIS) and the laboratories information technology functions including security, data integrity, disaster recovery, and troubleshooting; recommends and coordinates purchases and installation of needed hardware and software upgrades; helps to plan, develop, and ensure safe and secure data transmission to internal and external laboratory partners; ensures laboratory, regulatory and standardization compliance; assists the PHL Director and staff in projects requiring the use of information technology, including the LIS, to meet the goals and objectives of MHD and the laboratory.

Minimum qualifications include a bachelor's degree in microbiology, environmental microbiology, medical technology, or related field.

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

This position work under the direction of the Laboratory Operations Manager and is responsible for ensuring compliance with regulatory standards to support laboratory quality management and promote a culture of safety; assists with the design and implementation of processes to improve overall laboratory performance; acts in a lead capacity for inventory management; provides support for trainings; assists laboratory staff in test method implementation, quality control, and safe laboratory practices; develops and updates policies and procedures in accordance with CLIA and other regulatory requirements; implements and maintains electronic quality management software; and works in coordination with the Laboratory Operations Manager and other staff to ensure operational, business, outreach, and outbreak response functions for the MHD Laboratory.

Minimum requirements include a bachelor's degree in a laboratory science, medical technology, biology, microbiology, molecular biology, chemistry, or related area; and two years of experience in a clinical, environmental, or public health laboratory, including work with laboratory quality management systems.

#### **Position Descriptions and Recommendations – Changes Based on Alignment with Positions in the Milwaukee Water Works**

For these next six classifications we are recommending new or changed recruitment rates to align with similar positions in the Milwaukee Water Works (MWW). A previous classification report regarding several positions in the Water Quality Section of the MWW was approved on April 26, 2022. The report included recommendations to raise minimum recruitment rates for various laboratory positions based on market rates.

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

This position works directly with the Assistant Laboratory Director to plan and coordinate programs in the Chemistry laboratory section; assists in supervision of staff to ensure a timely completion of all division projects; and works on projects as assigned utilizing analytical instrumentation and procedures, statistical methods as applied to quality control/quality assurance, the Laboratory Information System, and other office and statistical computer programs.

Minimum qualifications include a Master of Science degree in chemistry; and two years of laboratory experience, preferably in analytical chemistry.

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

This position works under the supervision of the Assistant Laboratory Director (Clinical) and performs laboratory tests for the Microbiology, Virology and Molecular Science sections including testing for the control of communicable diseases, including sexually transmitted diseases (STD), tuberculosis (TB), and viral diseases on human clinical sources; participates in laboratory responses during communicable disease outbreaks and to rule out agents for bioterrorism; coordinates work with other staff and provides technical expertise in areas of responsibility; supports Keenan Health Center laboratory

testing activities as needed; reviews test results, conducts staff training, orders reagents and supplies, prepares reports; and adheres to the standard safety and quality assurance practices for working with potentially infectious clinical and environmental specimens or others as assigned by management.

Minimum qualifications include a bachelor's degree in microbiology, medical technology, molecular biology, or related field; and three years of experience in a clinical or public health laboratory.

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

This position works under the supervision of the Assistant Laboratory Director to plan and coordinate programs in the Virology & Molecular Science section; supervises all Virologist positions performing routine diagnostic virus tests using cell culture, serology and molecular techniques; assumes primary responsibility for molecular testing and training, including nucleotide sequencing for microorganisms; assumes primary responsibility for performing both conventional and molecular virological assays, data



entry, and review of results, reagent inventory, and ordering supplies; assists managers in assigned projects; and develops and facilitates new projects.

Minimum qualifications include a bachelor's degree in microbiology, medical technology, or biology with a minimum of 16 credit hours in microbiology; and three years of experience in a clinical, public health, or diagnostic research laboratory.

Current	Chemist	PR 2FN (\$49,260 - \$68,968) FN: Recruitment at any point with DER approval	Five Positions
Recommended	Chemist	PR 2FN (\$49,260 - \$68,968) FN: Recruitment at \$59,025/any point with DER approval.	Five Positions

This position works under the supervision of the Assistant Laboratory Director and performs routine analysis for lead in dust wipes and paints, and blood and allergen tests, for childhood lead poisoning prevention, environmental lead chemistry, environmental chemistry, food and water testing, and asbestos control in industrial hygiene areas; assists in the coordination of quality control and quality assurance efforts of the environmental health laboratory areas to assure compliance with department, state and federal agency requirements and for good laboratory practices including responsibility for writing Standard Operating Procedures, instrumentation operation and maintenance, and data entry in Laboratory Information System (LIS).

Minimum requirements include a bachelor's degree in physical chemistry, organic chemistry, biochemistry, chemical engineering, or related field; and two years of laboratory experience, preferably in environmental chemistry, in an academic, public health, or commercial setting.

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

These positions work under the supervision of the Assistant Laboratory Director and process and examine clinical and environmental specimens for the detection of microorganisms using biochemical, immunological, and molecular methods; characterize microbes of public health importance, including high priority pathogens following approved CDC procedures; perform duties assigned in the control of communicable diseases, sexually transmitted diseases, and environmental, food, dairy and water microbiology programs; participate in maintaining laboratory quality control, and quality assurance; and adhere to safety and security policies.

Minimum qualifications include a bachelor's degree in microbiology, molecular biology, or medical technology and 2 years laboratory experience, preferably in clinical and/or public health setting. Equivalent combinations of education and experience may be considered.

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

This position works under the supervision of the Assistant Laboratory Director and performs routine diagnostic testing in Virology & Molecular Science laboratory sections by using cell culture, serology, and molecular techniques; isolates viruses; performs microbial and molecular diagnostic tests, record keeping, data entry and result reporting using the Laboratory Information System (LIS); assists in maintaining the virus culture, inventorying of reagents and supplies, and preparing laboratory reports; and adheres to the universal safety and security practices when working with potentially infectious clinical and environmental specimens.

Minimum requirements include a bachelor's degree in microbiology, molecular biology, medical technology, biology, or related field; and a minimum of two years of laboratory experience, preferably in a clinical and/or public health setting.

**Position Descriptions and Recommendations – Recruitment Flexibility, Pay Range Change and Changed Recruitment Rates Based on the Market and Alignment with other City Positions**

For these last two classifications we are recommending the following.

- Laboratory Data Specialist – the addition of recruitment flexibility and an increased recruitment rate based on the market and alignment with other MHD positions.
- Medical Laboratory Technician – a change in pay range and an increased recruitment rate based on the market and alignment of pay range with the MWW position of Water Laboratory Technician.

Current	Laboratory Data Specialist	PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$51,730.	One Position
Recommended	Laboratory Data Specialist	PR 2EN (\$46,212 - \$64,695) FN: Recruitment at \$54,105/any point with DER approval.	One Position

This position is responsible for performing data analysis; maintaining data security and integrity; and ensuring that LIS disaster recovery protocols are in place, that transmission of data to internal and external partners and laboratory partners is secure, and that the MHD meets related regulatory and standardization requirements.

Minimum qualifications include a bachelor's degree in computer science, information technology, data management, statistics, medical technology, or related field.

Current	Medical Laboratory Technician	PR 3DN (\$38,803 - \$45,287) FN: Recruitment at \$41,508.	Six Positions
Recommended	Medical Laboratory Technician	PR 3FN (\$39,278 - \$48,114) FN: Recruitment at \$45,256	Six Positions

These positions work under the supervision of the Laboratory Operations Manager and provides support to the laboratory program by operating various materials preparation equipment, such as autoclaves and dishwashers; washes, cleans and sterilizes laboratory glassware; prepares standard microbiological media and other laboratory reagents; performs quality control (QC) for routine in-house media; maintains equipment, including incubator, small refrigerator, autoclaves, and water baths; assists with QA/QC, and specimen accessioning and processing; and supports the Sexually Transmitted Disease (STD) program by preparing specimen collection and transport kits and performing phlebotomy and laboratory work at clinic site as needed.

Minimum qualifications include an associate degree as a Medical Laboratory Technician (MLT).

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

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

Prepared by: Sarah Trotter

Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by: 

Harper Donahue, IV, Employee Relations Director