

**JOB EVALUATION REPORT**

City Service Commission Meeting: October 27, 2020

**Health Department**

Current	Recommended
New Position	Bioinformatician PR 2JN (\$62,338 - \$87,270) FN: Recruitment at any rate in the range with approval of DER (One Position)
New Position	Laboratory Quality Assurance Specialist PR 2HN (\$54,865 - \$76,806) FN: Recruitment rate of \$54,942 and at any rate in the range with approval of DER (One Position)

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

The Department of Employee Relations has received a request from the Milwaukee Health Department (MHD) to classify two new grant-funded positions in the MHD laboratory. Job descriptions were provided and conversations were held with Sanjib Bhattacharyya, Public Health Laboratory Director; Rocio Serna, Human Resources Officer; and Sarah Wangerin, Human Resources Analyst – Senior.

Current	New Position		One Position
Recommended	Bioinformatician	PR 2JN (\$62,338 - \$87,270) Recruitment at any rate in the range with approval of DER	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; and collects and analyzes data, generates reports, assists users in depositing and validating data, writes scripts and plug-ins to integrate submissions into laboratory workflows, and identifies emerging trends among clinical and environmental samples analyzed at the MHD laboratory. This position will also be 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). This position will develop data, which may be used in determining the presence and extent of infectious disease diagnosis and surveillance or in support of applied research; establish and monitor quality control systems and measures; and assure compliance with accrediting and regulatory agency requirements including CLIA and CAP. Duties and responsibilities include:

- 50% Direct and oversee the development, evaluation, and implementation of data analysis methodologies and bioinformatics expertise to support MHD Laboratory and epidemiology functions, with particular emphasis on newly emergent and/or re-emerging pathogens of clinical and public health importance; collect, classify, and analyze microbial nucleotide sequence information through development and use of computer databases, algorithms, and statistical techniques; integrate knowledge of laboratory and computer science to appropriately apply and evaluate effectiveness of techniques; select, use, and evaluate sequencing data visualization and representation tools (graphs, charts, tables) to provide meaningful insight into bioinformatics analyses; help facilitate development of NGS, including laboratory developed assays and data analysis pipelines; and participate with MHD staff and partners in the analysis and interpretation of NGS data as it relates to public health preparedness planning and outbreak response to infectious diseases of public health importance.

- 25% Apply, evaluate, and develop new data structures, and data management, storage and retrieval techniques, ensuring proper allocation of computing resources; review and develop data standards and vocabularies as they relate to laboratory test results and identification of microorganisms; provide data support for molecular diagnostic and surveillance method implementation and evaluation, and collaborate with laboratory staff and public health, clinical, and academic partners in support of related research studies; prepare written reports and publish data in peer-reviewed journals; and present information at regional, and national meetings for clinical and public health partners, including CDC (Centers for Disease Control and Prevention), FDA (Federal Drug Administration) for AMD (Advanced Molecular Detection), CaliciNet, PulseNet and GenomeTracker Programs.
- 15% Ensure compliance with applicable laws and regulations, including CLIA, FDA, and other regulatory agency requirements; review and validate data integrity, implementing quality assurance methods and practices; and develop and maintain a user manual.
- 5% Assist with analyzing, troubleshooting, and solving Laboratory Information Management System (LIMS) system –related problems; and maintain integrity of LIMS database and provide assistance for building and maintaining timely and accurate LIMS operations relevant to bioinformatics analyses.
- 5% Participate and/or serve in a supporting role to meet obligations for disaster response and/or data recovery or continuity of operations (COOP) activation; and perform other duties as assigned.

Minimum requirements include a master's degree in bioinformatics, microbiology, medical technology, molecular biology, computer science, public health or equivalent, with at least 3 years' experience in data processing and analysis, along with experience with high-complexity laboratory testing in a clinical or public health laboratory setting. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Staffing Division.

The Merriam-Webster dictionary defines bioinformatics as the collection, classification, storage and analysis of biochemical and biological information using computers, especially as applied in molecular genetics and genomics. This new position will require a unique skill set and will be performing bioinformatics analysis to identify emerging trends among SARS-CoV-2 and other microbial pathogens; configuring and operating genome sequencing data hubs, assisting users in depositing and validating data; writing scripts and developing pipelines for laboratory data analysis workflows; and serving as a liaison to laboratory scientists performing molecular biology and NGS.

In studying this position, comparisons were made to other City positions including those in the Microbiologist Job Series as shown below.

<b>Title</b>	<b>Pay Range</b>	<b>Rates of Pay</b>	<b>Footnote</b>
Microbiologist – Lead	2JN	(\$62,338 - \$87,270)	Recruitment may be at any rate in the pay range with the approval of DER.
Microbiologist - Senior	2HN	(\$54,865 - \$76,806)	Minimum recruitment is \$54,942 and may be at any rate in the pay range with the approval of DER.
Microbiologist	2FN	(\$48,294 - \$67,616)	Recruitment may be at any rate in the pay range with the approval of DER.

The Microbiologist – Lead position in Pay Range 2JN (\$62,338 - \$87,270) is a comparable position as it is a higher-level position within the job series and also requires a master's degree and extensive knowledge. The basic function is to assist the Public Health Deputy Laboratory Director in daily operations and perform conventional and complex molecular laboratory tests to support various MHD programs including waterborne pathogens, communicable and

emerging infectious diseases, emergency preparedness, bioterrorism preparedness, sexually transmitted diseases and food borne diseases; serve as a lead worker to support the positions of Microbiologist, Virologist, Microbiologist – Senior, and Virologist - Senior to assure technical operations are in compliance with state and federal mandates and guidelines; coordinate quality assurance and quality control measures, and data safety and security measures; monitor proficiency testing performance and policies; conduct training; and assist in continuing education programs.

To assist with recruitment and retention we also recommend that this new position have the same footnote as the Microbiologist – Lead classification that allows recruitment at any rate in the pay range with the approval of the Department of Employee Relations (DER). The requested title of Bioinformatician is appropriate as it reflects the specialized duties and responsibilities of this new position.

Based on the above analysis we recommend this new position be classified as Bioinformatician in Pay Range 2JN (\$62,338 - \$87,270) with recruitment at any rate in the pay range with the approval of DER.

Current	New Position		One Position
Recommended	Laboratory Quality Assurance Specialist	PR 2HN (\$54,865 - \$76,806) Recruitment rate of \$54,942 and at any rate with the approval of DER	One Position

Under the direction of the Laboratory Operations Manager, this position will be responsible for ensuring compliance with regulatory standards to support laboratory quality management and promote a culture of safety. This position 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, and assists laboratory staff in test method implementation, quality control, and safe laboratory practices. Additional tasks will include developing and updating policies and procedures in accordance with CLIA and other regulatory requirements, implementing/maintaining electronic quality management software, and working in coordination with the Laboratory Operations Manager, Laboratory Directors and other administrative staff to ensure operational, business, outreach, and outbreak response functions for the MHD Laboratory. Duties and responsibilities include:

- 60% Work with laboratory leadership to implement and maintain a quality assurance program to measure, assess, and improve the quality of laboratory services, monitor and evaluate activities, and identify risk areas, through application and integration of LEAN management practices; monitor internal QAQC (Quality Assurance/Quality Control) activities, including SOP (Standard Operating Procedure) preparation, method detection limits, data quantification, and assure documentation and quality assessment of laboratory functions; perform routine reviews using statistical methods to ensure quality of laboratory data, reporting, and documentation; where appropriate, assist LIMS (Laboratory Information Management System) Administrator in assuring that the LIMS meets data quality requirements; review quality systems for general compliance with the laboratory QA manual and certification/compliance requirements; update quality systems when necessary, working with lab management to address issues of non-compliance and identify and implement necessary improvements; be familiar with CLIA and other state and federal regulatory guidelines; analyze and interpret national standards, guidelines, regulations, and laws pertaining to clinical and environmental laboratory quality management and safety; work with staff to document regulatory compliance, and use data collection tools to assess compliance with regulatory and accrediting agency standards; and assist with monitoring and coordinating documentation for proficiency testing programs.
- 25% Serve in the role of Laboratory Safety Officer, providing guidance and direction to ensure that overall safety and security standards are followed, and amended as necessary in response to federal and state regulations, audits, or other directives; maintain documentation and assist with implementation of staff education including safety and security, follow-up of incident reports/corrective action reports, and quality assurance; coordinate and lead quarterly Laboratory Safety Committee meetings with section staff, ensuring

that safety issues are discussed and addressed properly; conduct safety audits; and represent the laboratory on monthly MHD safety committee meetings.

- 10% Work with the Laboratory Operations Manager and administrative staff to develop and lead an internal auditing process to assist with monitoring budget and grants, billing and payment functions, procurement of laboratory supplies and equipment, and actively be involved in contract management and inventory control; assist with meeting customers' needs, including disseminating relevant information and conducting periodic site visits with clients; support Laboratory System Improvement Program (LSIP) efforts, and work collaboratively with partners to identify and implement system improvement opportunities; seek funding support for both quality assurance and regional laboratory system improvement activities; and assist laboratory management in coordinating activities across MHD program areas such as epidemiology, emergency response, lead, sexually transmitted illnesses and other relevant programs as necessary.
- 5% Provide back-up support to the Laboratory Operations Manager; and perform and assist with other duties as assigned.

Minimum requirements include a bachelor's degree in a laboratory science, medical technology, biology, microbiology, molecular biology, chemistry, or equivalent and two years of experience in a clinical, environmental or public health laboratory, including work with laboratory quality management systems. Experience in laboratory safety, regulatory compliance and project management is preferred. Business and LEAN and/or Six Sigma training is desirable. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this position, comparisons were made to other City positions. The most comparable is the Water Quality Assurance Specialist in Pay Range 2HN (\$54,865 - \$76,806) with a recruitment rate of \$54,942. The basic function of this position in the Department of Public Works – Water Works is to be responsible for maintaining quality control and assurance for the Water Quality Section and to maintain the integrity and credibility of the laboratory data and procedures to meet the Milwaukee Water Works (MWW) and the Wisconsin Department of Natural Resources (DNR) regulations and accredited laboratory requirements.

This new position will be performing similar functions in the MHD laboratory towards the COVID-19 response. This position will also act in a lead capacity for inventory management, continual quality improvement, monitoring point-of-care testing services, and moderate to high complexity test performance in accordance with state and federal guidelines on quality metrics.

To assist with recruitment and retention we also recommend that this new position have the same footnote as the Water Quality Assurance Specialist that provides a recruitment rate of \$54,942 and allows recruitment at any rate in the pay range with the approval of DER. The requested title of Laboratory Quality Assurance Specialist is appropriate as it reflects well the duties and responsibilities of this new position and is parallel in structure to the Water Quality Assurance Specialist classification.

Based on the above analysis we recommend this new position be classified as Laboratory Quality Assurance Specialist in Pay Range 2HN (\$54,865 - \$76,806) with a recruitment rate of \$54,942 and recruitment at any rate in the pay range with the approval of DER.

**Action Required** – Effective Pay Period 23, 2020 (November 1, 2020)

In the 2020 Salary Ordinance

Under Pay Range 2HN

Add the title "Laboratory Quality Assurance Specialist (12) (25)"

Under Pay Range 2JN

Add the title "Bioinformatician (2) (5)"

In the 2020 Positions Ordinance

In the Health Department, Clinical Services Division, Laboratory,

Delete one position of "Quality Assurance/Operations Coordinator (XX)"

Add one position of "Laboratory Quality Assurance Specialist (XX)"

In the 2021 Salary Ordinance

Under Pay Range 2HN

Add the title "Laboratory Quality Assurance Specialist (12) (25)"

Under Pay Range 2JN

Add the title "Bioinformatician (2) (5)"

In the 2021 Positions Ordinance

In the Health Department, Clinical Services Division, Laboratory,

Delete one position of "Quality Assurance/Operations Coordinator (XX)"

Add one position of "Laboratory Quality Assurance Specialist (XX)"

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