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July 26, 2018

The Honorable City Council  
c/o Office of the City Clerk  
Room 395, City Hall  
Mail Stop 160

Honorable Members:

Subject: Establish the Salary for Utility Microbiologist, Class Code No. 7858 and Amend the International Brotherhood of Electrical Workers, Local 18, Professional Unit Memorandum of Understanding

This letter recommends the City Council approve the proposed salary for the new class of Utility Microbiologist (UM), Class Code No. 7858, which is consistent with bargaining instructions received from the Executive Employee Relations Committee (EERC) at its meeting on March 9, 2018. Subsequent to the EERC meeting, the Los Angeles Department of Water and Power (LADWP) and the International Brotherhood of Electrical Workers (IBEW), Local 18, signed a Letter of Intent (LOI) for the proposed salary. The LOI amends the Professional Unit Memorandum of Understanding (MOU) to establish a salary for the new UM classification, which consists of four Duties Description Records (DDR) for use at LADWP.

### **Background**

On May 11, 2017, the Board of Civil Service Commissioners approved LADWP's request to establish the new UM classification (Personnel Department's report enclosed). The UM classification was created to address LADWP's need for a Microbiologist classification that focused on federal, state, and local regulatory requirements for drinking water.

LADWP identified a need for four distinct pay levels: UM I (Trainee), UM II (Journey-level), UM III (Assistant Supervisor), and UM IV (Supervisor). The UM I has been designated as a Civil Service 5.30 trainee position to allow for development of the skill-set and knowledge to qualify for, and obtain, a Principal Analyst (PA) certification, which is required by the State of California Environmental Laboratory Accreditation Program (ELAP). The following page provides a summary of duties for the UM classification:

- Utility Microbiologist "I" - Trainee Level:
  - Will serve as the dedicated entry level position for up to 36 months for initial training and mastery of the more routine laboratory functions and test protocols required to obtain PA certification from ELAP. Assists UM IIs in performing standard microbiological analyses on water quality samples using a variety of laboratory equipment and analytical techniques to assess and ensure that the drinking water supplied by LADWP adheres to applicable federal, state, and local public health standards and regulations for drinking sources, ground, and recycled water. Automatic promotion to the UM journey-level is contingent upon achieving a successful PA certification.
  
- Utility Microbiologist "II" - Journey-Level:
  - Performs more of the test development protocols necessary to keep pace with the increasing demands of new quality assurance and certification requirements, thereby increasing both the employee skill-set and the laboratory's efficiency. Conducts microbiological research studies and develops new methodologies for testing and analyses of potable water quality samples in response to, but not limited to, proposed and/or new federal, state, and local public health drinking, source water, ground, and recycled water regulations and standards.
  
- Utility Microbiologist "III" - Assistant Supervisor:
  - Assists supervisor, plans and reviews the activities of laboratory staff engaged in processing, testing, analyzing, quality assurance, and reporting of water quality samples; maintains and updates laboratory methods and reporting systems; validates laboratory test results; prepares and presents various laboratory issues to internal and external groups, agencies and organizations.
  
- Utility Microbiologist "IV" - Supervisor:
  - Supervises, assigns, plans, reviews and analyzes activities of the laboratory staff responsible for processing and performing various water quality testing, analysis, and quality assurance associated with federal, state and local drinking, source, ground, and recycled water regulations and operational requirements; administers the Laboratory Information Management System; conducts various water quality testing and analysis; represents LADWP at various meetings with internal and external groups and organizations; prepares and conducts presentations, prepares and/or oversees the development of new microbiological methods.

The UM classification restructures LADWP's existing Water Microbiologist (WM) series. The current WM classification does not reflect the distinct levels of responsibility and skill-sets utilized by the WMs within LADWP. LADWP microbiologists must acquire skills for regulatory drinking water test methods and certification from ELAP. The specific aspects are as follows:

- Acute public health implications associated with drinking water quality reliability.
- Federal Safe Drinking Water Act regulatory compliance accountability enforced by the State Water Resources Control Board's Division of Drinking Water (formerly the California Department of Public Health).
- Skill-sets necessary to successfully maintain individual and laboratory certification with ELAP (dependent on experience at the specific lab, i.e., cannot obtain prior to assignment).
- Significance on Department of Homeland Security's water security issues (testing for microtoxins within the drinking water distribution system).
- Upcoming skill-sets/certifications necessary for regulatory testing of recycled water as a direct or indirect potable water source.

To fulfill requirements necessary to maintain the City of Los Angeles' Drinking Water Supply Permit, Microbiologists at LADWP must go through training to be certified as PAs by the State of California ELAP. The training needed to become a PA is beyond the standard six month probationary period for new hires and involves time to acquire skill-sets and knowledge of specific United States Environmental Protection Agency laboratory test protocols. It is important to note that State certification of PAs is specific to the particular laboratory facility, i.e., it cannot be obtained prior to employment.

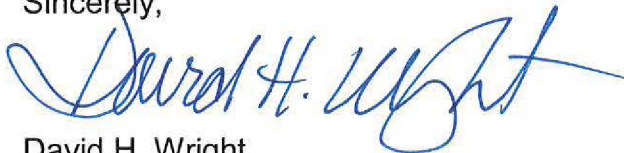
### **Salary Proposals**

The UM salary was set to be commensurate with the LADWP Chemist classification series. The rationale being that UM's will work alongside LADWP Chemists at the Water Quality laboratory performing high-level duties requiring extensive education and training similar to that of Chemists. Sections within LADWP's Water Quality laboratory are multi-disciplinary and cross-functional and will employ both classifications. In addition to the skill-set required of the UM classification, the proposed salary also takes into consideration the specialized training requirement, the ELAP requirement as previously noted, and safety implications which includes performing microbiological analyses as a certified PA for the detection of pathogens in drinking water. The below listed table summarizes the salaries for the four DDRs in the UM classification, which are equal to those in the Chemist classification:

<b>Class</b>	<b>DDR No.</b>	<b>Salary Range</b>	<b>Proposed 5<sup>th</sup> Step Hourly Wage</b>	<b>Proposed 5<sup>th</sup> Step Monthly Wage</b>
Utility Microbiologist I	95-78571	3914	\$48.62	\$8,459.88
Utility Microbiologist II	95-78572	4694	\$58.32	\$10,147.68
Utility Microbiologist III	95-78573	4949	\$61.49	\$10,699.26
Utility Microbiologist IV	95-78574	5093	\$63.28	\$11,010.72

Should you have any questions or require further information, please contact Ms. Deitra O. Fernandes, Director of Labor Relations, at (213) 367-1373.

Sincerely,



David H. Wright  
General Manager

DOF/MH:la

Enclosures

c/enc: Mr. Richard H. Llewellyn, Jr., City Administrative Officer  
Ms. Dana H. Brown, Employee Relations Chief  
Ms. Deitra O. Fernandes, Director of Labor Relations

**CITY OF LOS ANGELES**

INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 11, 2018

To: Robert R. Bergeson, Executive Director  
Employee Relations Board

From: Wendy G. Macy, General Manager  
Personnel Department



**Subject: ACCRETION PETITION C884 (Utility Microbiologist, 7858)**

On Monday, July 24, 2017 the Employee Relations Board posted Petition C884 filed by the International Brotherhood of Electrical Workers (IBEW) seeking to accrete the classification of Utility Microbiologist, Code 7858, into the LADWP's Professional Unit.

**UNIT DESCRIPTION**

On December 26, 1974, the Employee Relations Board (ERB) of the City of Los Angeles certified the Engineers and Architects Association as the majority representative of the Department employees in the Department of Water and Power Professional Unit. On July 28, 2003, the ERB certified the International Brotherhood of Electrical Workers, as the majority representative of employees in the Department of Water and Power Professional Unit. At that time, the Professional Unit was comprised of 19 different job classifications. The classifications in this unit require a four-year college degree at the entry level, with concentration in the sciences, engineering, and other technical fields of study. Examples of the classifications in the unit include Architectural Associate, Chemist, Civil Engineering Associate, Electrical Engineering Associate, Engineering Geologist, Program Analyst, Water Biologist and Water Microbiologist. The lowest annual salary in the Professional Unit is Occupational Health Nurse at \$73,680 annually and the highest annual salary is \$155,448 for Engineering Geologist.

**CLASSIFICATION**

The classification of Utility Microbiologist was adopted by the Board of Civil Service Commissioners on May 11, 2017. A Utility Microbiologist performs microbiological analyses of drinking source, ground, industrial, and recycled water in compliance with local, state, and federal public health standards and Safe Drinking Water Act (SDWA) regulations; performs tests to monitor water security; researches develops, and implements new testing capability for the detection of current and emerging contaminants; prepares reports and makes recommendations regarding the impact of laboratory-generated data on public health; plans, coordinates, implements, and maintains the Laboratory Information Management System (LIMS) database; supervises, reviews work and provides instruction to perform Quality Assurance (QA) tasks in order to validate the integrity and security of laboratory data.

**Minimum Requirements:**

1. Graduation from an accredited four-year college or university with a degree in Microbiology or Molecular Biology; or
2. Graduation from an accredited four-year college or university with 24 semester or 36 quarter units in any combination of Microbiology, Bacteriology, Parasitology, Virology,

**Accretion Petition C884 (page 2)**  
**Utility Microbiologist**

Microbial Ecology, Microbial Physiology, Mycology, Molecular Biology, Biochemistry, Epidemiology, Public Health, or Statistics,

**DISCUSSION**

Section 4.822 of the *Employee Relations Ordinance* consists of several criteria for the determination of appropriate bargaining units. The criteria we believe are relevant to this petition are the extent of commonality of skills, working conditions, duties and education; and community of interest.

**The extent to which employees have common skills, working conditions, job duties or similar education requirements:**

The level of education, experience, and type of analytical work performed by Utility Microbiologists are similar to that of the members of the Professional Unit. The Unit contains classifications such as Water Biologist and Chemist that require a four year degree with a major in a branch of the sciences and involves job duties concerned with technical analysis in the field or a laboratory setting.

The annual salary for Utility Microbiologist is between \$99,200 and \$120,456 and falls within the range for other classifications in the Unit.

**Community of interest:**

Those in the Professional Unit perform their work within the framework of the sciences, engineering or other technical fields. It is for this reason that Utility Microbiologists who perform various tests on samples as well as prepare analytical research reports and studies, share a community of interest with the other members in this unit

**RECOMMENDATION**

Based on the criteria set forth in Section 4.822 of the *Employee Relations Ordinance*, the Personnel Department, finds that the accretion of the above-mentioned classification would be appropriate in the LADWP Professional Unit of IBEW Local 18.

c: Shannon Pascual, LADWP  
Shawn McCloud, IBEW Local 18



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LETTER OF INTENT
Utility Microbiologist

The Parties to this Letter of Intent (LOI) are the Los Angeles Department of Water and Power (LADWP) and the International Brotherhood of Electrical Workers (IBEW), Local 18.

This LOI affirms the Parties' desire, subject to the approval of the Los Angeles City Council (Council), to set the salary for the new class of Utility Microbiologist (UM), Class Code No. 7858, Duties Description Record (DDR) No. 95-78571 (Trainee), No. 95-78572 (Journey-Level), No. 95-78573 (Assistant Supervisor), No. 95-78574 (Supervisor), and to amend the IBEW, Local 18, Professional Unit Memorandum of Understanding (MOU) accordingly.

The Parties hereby agree to the following:

- 1. To amend the Professional Unit MOU between LADWP and IBEW, Local 18, to include the UM classification salaries and DDR Nos. 95-78571, 95-78572, 95-78573, and 95-78574. The UM DDR salaries shall be set as follows:

Table with 3 columns: DDR, DDR No., Salary Range. Rows include Utility Microbiologist I (Trainee) with salary 3914, II (Journey-Level) with 4694, III (Assistant Supervisor) with 4949, and IV (Supervisor) with 5093.

- 2. This LOI becomes effective on the date of Council approval.

For the Parties:

Signature of David H. Wright
DAVID H. WRIGHT
General Manager
Los Angeles Department of Water and Power

Signature of Brian D'Arcy
BRIAN D'ARCY
Business Manager
International Brotherhood of
Electrical Workers, Local 18

Date: 5-23-18

Date: 7/11/18