

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**99-042**

**SYNOPSIS -**

**AGENDA:**  
FEBRUARY 1, 1999

The Acting City Engineer has recommended a new job specification entitled Laboratory Analyst II. This position, located at the WRA, performs complex physical, chemical and biological laboratory analysis of plant and industry samples using sophisticated laboratory equipment.

**SUBJECT:**

The position will be assigned to Range 22A (\$31,393-\$37,656) of the Municipal Employees Association (MEA) pay plan.

NEW JOB  
SPECIFICATION  
LABORATORY  
ANALYST II

**FISCAL IMPACT -**

Funds for this position are appropriated in the FY98-99 budget.

**TYPE:**

**RECOMMENDATION -**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**Approve new job specification Laboratory Analyst II.**

**SUBMITTED BY:**

**BACKGROUND -**

WILLIAM STOWE  
HUMAN  
RESOURCES  
DIRECTOR

The Acting City Engineer has identified a need to upgrade the employment standards for the existing Senior Lab Analyst classification. The classification currently requires two years of college in chemistry including coursework in quantitative and qualitative analyses, bacteriology and biology and two years of laboratory experience, as well as a valid Iowa Driver's license. The entry level classification in this series, Laboratory Analyst, requires a four year college degree in chemistry, biology, environmental science or a related field, or completion of two years of college with course work in the same fields and two years of analytical chemical laboratory experience.

The Senior Lab Analyst classification will be replaced by the recommended Laboratory Analyst II. The new job

classification requires graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Biology, Environmental Science or a closely related field; considerable laboratory work experience, including work with instrumentation, in a related area; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

This has been reviewed with both the MEA and City Civil Service Commission who concur in this change.