SANTA CLARA VALLEY WATER DISTRICT

Discussion Draft Classification Structure

August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Laboratory Series				
Laboratory Technician Classification				
Laboratory Technician I & II	1 of 1	Laboratory Technician	High School diploma or G.E.D. and completion of 20 semester units of college level coursework in biology or chemistry. An Associate's degree is preferred. One (1) year of chemical, biological, or bacteriological laboratory experience is required. **Licensing Requirements:** -CA Driver's License, Class C	This stand-alone classification performs technical support and analytical duties within the laboratory or during research and studies. Duties include: collection, transportation, and analysis of samples; data entry and reporting of samples and testing results; maintenance of related equipment and supplies; assisting with procurement of supplies; stocking and verifying operations of safety equipment and stations; and preparation of media and sampling materials. Assists professionals with testing activities, data management and lab and equipment maintenance.
Scientist Classification Chemist I Chemist II Senior Chemist Microbiologist I Microbiologist II Senior Microbiologist	*This classification demonstrates a broadly defined classification for biological and chemistry related scientific professions. The classification describes work that is typically considered FLSA exempt.* *The Laboratory occupational panel decided that specifically, the laboratory function is very interested in development and possible pilot group study of this broad classification of Scientist. The panel also suggested that SCVWD may have other job titles and functions that may be appropriate to this classification. Current job titles could include: 1) Chemist, 2) Microbiologist, and 3) Water Quality Specialist.*			

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Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
	Entry Section of Classification (first third of band.)	Scientist	Bachelor's Degree in chemistry, microbiology, biology, environmental science or related scientific field. One (1) year of related laboratory or research experience is required. **Licensing Requirements:** -CA Driver's License, Class C	This level encompasses the entry/learning and lowest level of professional work in this classification. Incumbents typically work under regular supervision and work is consistently reviewed for errors and methodology/process review. Incumbents perform duties and activities under direct to general supervision depending on the duties performed. Duties include: performing and interpreting a variety of routine testing; conducting research; drawing conclusions; and writing small reports and/or contributing to large studies; performing data entry and compilation and file maintenance; and performing field observation and making field notes.

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Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
	Journey Section of Classification (second third of band.)	Scientist	Bachelor's Degree in chemistry, microbiology, biology, environmental science or related scientific field. Typically three to five (3 to 5) years of related laboratory or research experience are required. **Licensing Requirements:** -CA Driver's License, Class C	This level encompasses the journey and fully-functional professional work in this classification. Incumbents are expected to perform the full range of work and independently perform duties. Duties at this level may include: performing, interpreting, and troubleshooting assigned testing; conducting and presenting research studies; performing quality control review of testing and data; acting as primary analyst of specific testing, research or functions; responding to questions and inquiries from other departments and external organizations and parties; and providing oversight of field studies.

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Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
	Senior Section of Classification (top third of band.)	Scientist	Bachelor's Degree in chemistry, microbiology, biology, environmental science or related scientific field. Typically six to eight (6 to 8) years of related laboratory or research experience are required. **Licensing Requirements:** -CA Driver's License, Class C	This is the advanced journey level classification in the series. Incumbents in this level are typically leadworkers and/or technical resources for a specialized function. Incumbents may act as a leadworker to other employees including assigning, directing, and reviewing work, training employees, and evaluating technical performance of other employees. Additional duties include: establishing and maintaining quality control standards and analytical methodology; performing the most difficult and complex analysis and research; and monitoring area/function purchases and expenses. Incumbents typically are project managers of research studies and/or provide daily operational oversight of a small unit or function.
Laboratory Scientist Series	**This is an alternative series to the broad banded classification shown above.**			
Chemist I Chemist II Microbiologist I Microbiologist II	1 of 2	Laboratory Scientist	Bachelor's Degree in chemistry, microbiology, or related scientific field. One (1) years of related laboratory or research experience is required.	This level encompasses the entry to journey level classification in the series. Incumbents perform duties and activities under direct to general supervision depending on the duties performed. Duties include: performing

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Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
			Licensing Requirements: -CA Driver's License, Class C	and interpreting a variety of routine and complex tests; performing quality control review of testing and data; acting as primary analyst of specific testing or functions; and responding to questions and inquiries from other departments and external organizations and parties.
Senior Chemist Senior Microbiologist	2 of 2	Laboratory Scientist, Senior	Bachelor's Degree in chemistry, microbiology, or related scientific field. Three (3) years of related laboratory or research experience is required. **Licensing Requirements:** -CA Driver's License, Class C	This is the leadworker and advanced journey level classification in the series. Incumbents act as a leadworker to other employees including assigning, directing, and reviewing work, training employees, and evaluating technical performance of other employees. Additional duties include: establishing and maintaining quality control standards and analytical methodology; performing the most difficult and complex analysis and research; and assisting with monitoring area purchases and expenses. Incumbents may act as project managers of research studies and/or provide daily operational oversight of a small unit or function.

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