

**WATER LABORATORY TECHNICIAN AND WATER LABORATORY ANALYST  
PROGRESSION AND PROFICIENCY DEVELOPMENT PLAN  
POLICIES AND PROCEDURES**

**IMPORTANT INFORMATION TO REMEMBER REGARDING ELIGIBILITY TO PROGRESS and/or OBTAIN  
PROFICIENCIES:**

- I. An employee must be demonstrating increased productivity for the department due to the development of knowledge, skills and abilities.
- II. An employee must meet the same requirements as promotional candidates regarding absenteeism and performance ratings.
- III. An employee must be competently performing the appropriate duties and responsibilities of the level in which they want to progress.
- IV. Employees will not be allowed to skip proficiencies unless otherwise stated on the Water Laboratory Technician or Water Laboratory Analyst criteria document or Water Laboratory Technician or Water Laboratory Analyst job descriptions. Employees must remain in grade for the time specified in the Water Laboratory Technician or Water Laboratory Analyst progression criteria document and proficiencies in the Water Laboratory Technician or Water Laboratory Analyst job description. New hires can be hired at any level.
- V. Upon progression an employee shall normally be paid at the lowest pay step in the higher pay grade that results in a minimum five percent (5%) increase in base salary, not to exceed the top step of the pay range. Proficiencies increases shall be one pay step in the relevant pay grade.
- VI. The eligibility for Satisfactory Performance Increase (SPI) will not be affected by the job progression pay increase except as specified in the progression criteria document and the job descriptions.
- VII. Supervisors and Department Heads should review, approve (if justified) and submit the appropriate progression/proficiency paperwork to the Human Resources Department within two (2) weeks of receiving a request from an employee. This documentation must include:
  - A. Performance Evaluation for the employee
  - B. Personnel Action Form for the action
  - C. Position Action Form for the action
  - D. Progression and/or Proficiency Request Form as applicable.
- VIII. The Job Progression action shall be subject to the labor agreement grievance procedure.
- IX. The Water Laboratory Technician or Water Laboratory Analyst Progression and Proficiency Development Plan will apply only to regular full-time employees.
- X. Internal employees transferring to Water Laboratory Technician or Water Laboratory Analyst may be progressed by their (new) department after completion of the 90-day probationary period. All documentation and evaluations must be completed on employees making such transfers to effect a

**WATER LABORATORY TECHNICIAN AND WATER LABORATORY ANALYST  
PROGRESSION AND PROFICIENCY DEVELOPMENT PLAN  
POLICIES AND PROCEDURES**

progression. (These employees must complete six (6) months of continuous classified employment within the City after initial appointment prior to consideration and meet stipulations outlined in numeral IV.)