

**WATER LABORATORY TECHNICIAN/WATER LABORATORY ANALYST  
PROGRESSION AND PRODUCTIVITY PROGRAM  
CRITERION DOCUMENT**

Note: Refer to the Water Laboratory Technician/Water Laboratory Analyst Progression and Productivity Policies and Procedures Document for additional information and clarification, guidelines and procedures.

**To Become: WATER LABORATORY TECHNICIAN (ST-27)**

- EDUCATION:** Graduation from high school or possession of a General Education Development Certificate (GED), plus 20 accredited college hours
- EXPERIENCE:** One (1) year of laboratory experience
- COURSEWORK:** Completion of twenty (20) accredited college hours, including ten (10) hours of coursework in chemistry, biology, microbiology or a field relevant to the essential tasks of the job description
- LICENSES:** Possession of a valid Oklahoma Class "D" Driver License
- JOB COMPLEXITY:** The successful applicant must have the ability to perform entry level scientific work.

***Proficiency Increase #1***

An increase to the next step within the ST-27 pay grade will be awarded to any Water Laboratory Technician receives a "Proficient" or above rating on the most current performance evaluation, who has one (1) year experience as a Water Laboratory Technician, and who successfully:

Completes and demonstrates competency of Lab Performance Objectives Demonstration of Capability One, and

Completes forty (40) hours from an accredited college or university, including twenty (20) hours of coursework in chemistry, biology, microbiology or a related field

***Proficiency Increase #2***

An increase to the next step within the ST-27 pay grade will be awarded to any Water Laboratory Technician receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Water Laboratory Technician, and who successfully:

Obtains either a Class "C" Water or Wastewater Oklahoma Department of Environmental Quality (ODEQ) Lab License, as directed by management, and

Completes one (1) required credit of internal City of Tulsa Development Training Courses, as approved by management

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**Proficiency Increase #3**

An increase to the next step within the ST-27 pay grade will be awarded to any Water Laboratory Technician receives a "Proficient" or above rating on the most current performance evaluation, who has two (2) years' experience as a Water Laboratory Technician, and who successfully:

Completes and demonstrates competency of Lab Performance Objectives Demonstration of Capability Two, and

Completes COT CPR/AED/First Aid Non-Certification Safety Class

**Proficiency Increase #4**

An increase to the next step within the ST-27 pay grade will be awarded to any Water Laboratory Technician receives a "Proficient" or above rating on the most current performance evaluation, who has thirty (30) months experience as a Water Laboratory Technician, and who successfully:

Obtains both the Class "C" Water and Wastewater ODEQ Lab Licenses, as directed by management, and

Completes Innovation Champions – Yellow Belt, or equivalent as approved by management

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**To Become: WATER LABORATORY ANALYST (ST-31)**

- EDUCATION:** Graduation from an accredited college or university with an associate degree (or equivalent 60 hours), including thirty (30) hours of coursework in chemistry, biology, microbiology or a related field.
- EXPERIENCE:** Four (4) years of laboratory experience including three (3) years as a Water Laboratory Technician with the City of Tulsa.
- LICENSES:** Possession of a valid Oklahoma Class "D" Driver's License; and Oklahoma Department of Environmental Quality Class "C" Laboratory License in Water and Wastewater.
- DEMONSTRATED SKILL PROFICIENCY:** Successful completion or demonstrated competency of designated department and/or City of Tulsa job requirements.
- JOB COMPLEXITY:** The successful applicant must be proficient in all tests at the current lab, as well as proficient in the core analytical tests as defined in the Laboratory Performance Evaluation Criteria.
- PERFORMANCE & PRODUCTIVITY:** Received a "Proficient" rating on the most recent Final Performance review

***Proficiency Increase #1***

An increase to the next step within the ST-31 pay grade will be awarded to any Water Laboratory Analyst receives a "Proficient" or above rating on the most current performance evaluation, who has one (1) year experience as a Water Laboratory Analyst, and who successfully:

Completes eighty (80) hours from an accredited college or university, including forty (40) hours of coursework in chemistry, biology, microbiology or a related field, and

Obtains either a Class "B" Water or Wastewater ODEQ Lab License, as directed by management, and

Completes one (1) required credit of internal City of Tulsa Development Training Courses, as approved by management

***Proficiency Increase #2***

An increase to the next step within the ST-31 pay grade will be awarded to any Water Laboratory Analyst receives a "Proficient" or above rating on the most current performance evaluation, who has two (2) years' experience as a Water Laboratory Analyst, and who successfully:

Completes one hundred (100) hours from an accredited college or university, including fifty (50) hours of coursework in chemistry, biology, microbiology or a related field, and

Obtains both Class "B" Water and Wastewater ODEQ Lab Licenses, as directed by management, and

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Completes Innovation Champions – Green Belt, with presentation of Green Belt project to management, or equivalent as approved by management