

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**Date:** February 19, 2021

**To:** Marcelia Nicholson, Chairwoman, County Board of Supervisors

**From:** Joseph Lamers, Director, Office of Performance, Strategy and Budget,  
 Department of Administrative Services

**Subject:** Request to Create one (1.0) FTE Forensic Toxicology Laboratory Technician  
 in the Medical Examiner's Office

**REQUEST**

The Medical Examiner is requesting adoption of a resolution which will create one (1.0) FTE Forensic Toxicology Laboratory Technician in the Medical Examiner's Office.

**BACKGROUND**

The Medical Examiner's Office has received a Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program (COSSAP) grant. This is a three-year federal grant. This grant would provide the funding for the Forensic Toxicology Laboratory Technician position.

The Forensic Toxicology Laboratory Technician will be tasked with assisting the operations of the laboratory to include sample accessioning, specimen preparation and set-up of toxicological analysis, communicating simple problem resolution and customer service. The position will also perform other duties as assigned.

**FISCAL IMPACT**

The Forensic Toxicology Laboratory Technician will be funded under the COSSAP grant. There will be no tax levy impact from this position create.

**RECOMMENDATION**

DAS-PSB recommends that the Forensic Toxicology Laboratory Technician position be created in the Medical Examiner's Office.

Action	Title	Title Code	Pay Grade	Annual Salary Range
Create	Forensic Toxicology Laboratory Technician	TBD	18M	(\$42,307 - \$48,350)

*JOSEPH LAMERS*

---

Joseph Lamers  
 Director, Office of Performance, Strategy and Budget  
 Department of Administrative Services