COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER 145739
PAGE 1 OF 4
DATE: 8/19/2025

SUBJECT: **CONSIDERATION OF CHANGES TO THE TABLE OF ORGANIZATION – MEDICAL EXAMINER'S OFFICE**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider changes to the Table of Organization for the Medical Examiner's Office to add one (1) new Forensic Laboratory Technician position effective August 6, 2025.

BACKGROUND

The Medical Examiner's Office is requesting that a Grade 18 Forensic Laboratory Technician position be created for the Forensic Backlog Reduction Grant. This grant funded position will assist laboratory personnel with daily responsibilities in the Crime Lab which may include preparing work materials, solutions, reagents, test sample preparation, laboratory instrumentation maintenance and operation, and quality control examinations for certain critical reagents. The Forensic Laboratory Technician position has been reviewed by the Job Evaluation Committee.

FISCAL IMPACT

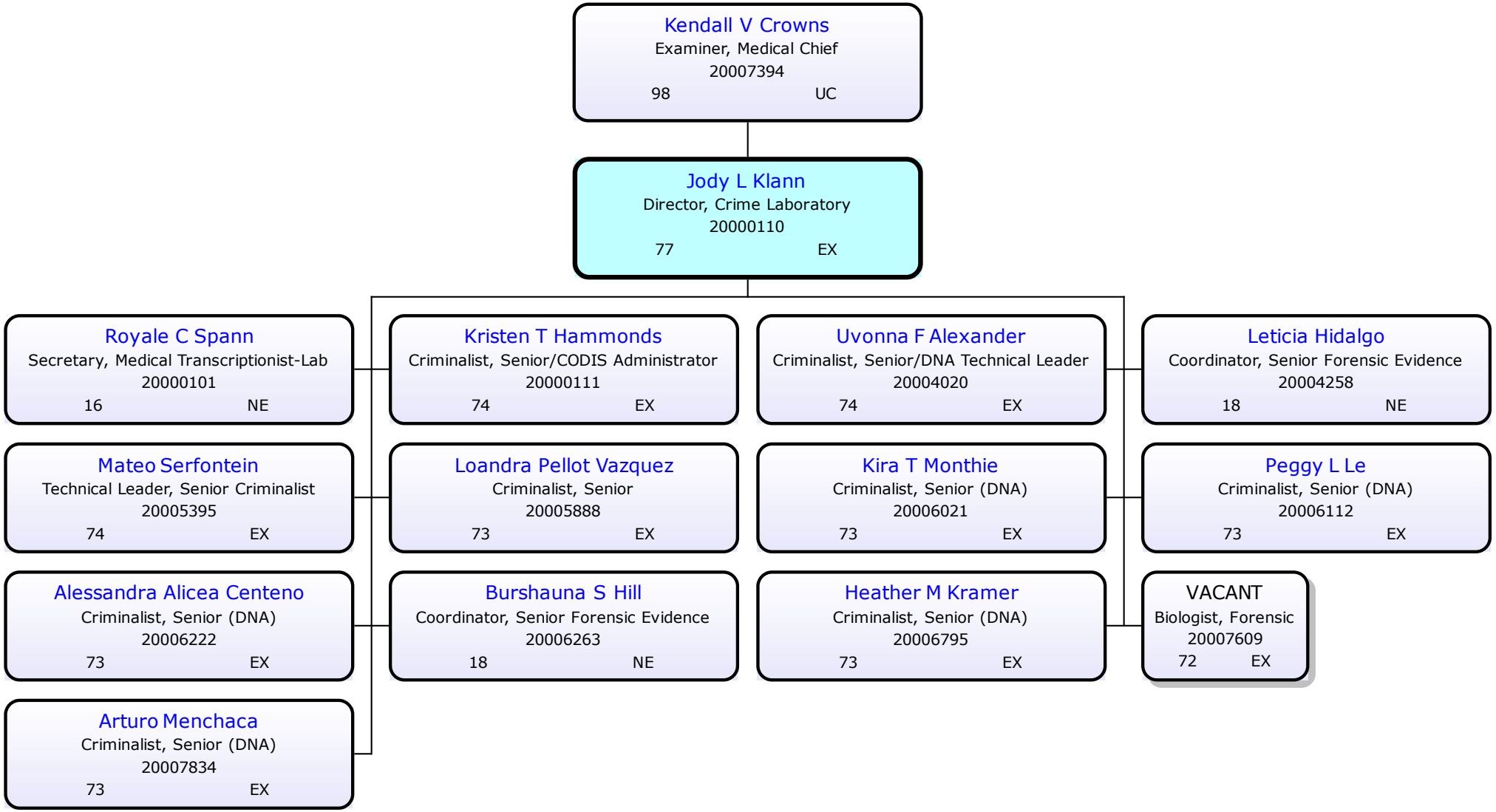
New position will be funded through Grants L0013-2025 and L0013-2026.

FY 2025
The fiscal impact for the Forensic Backlog Reduction Grant new position is $6,987.96.

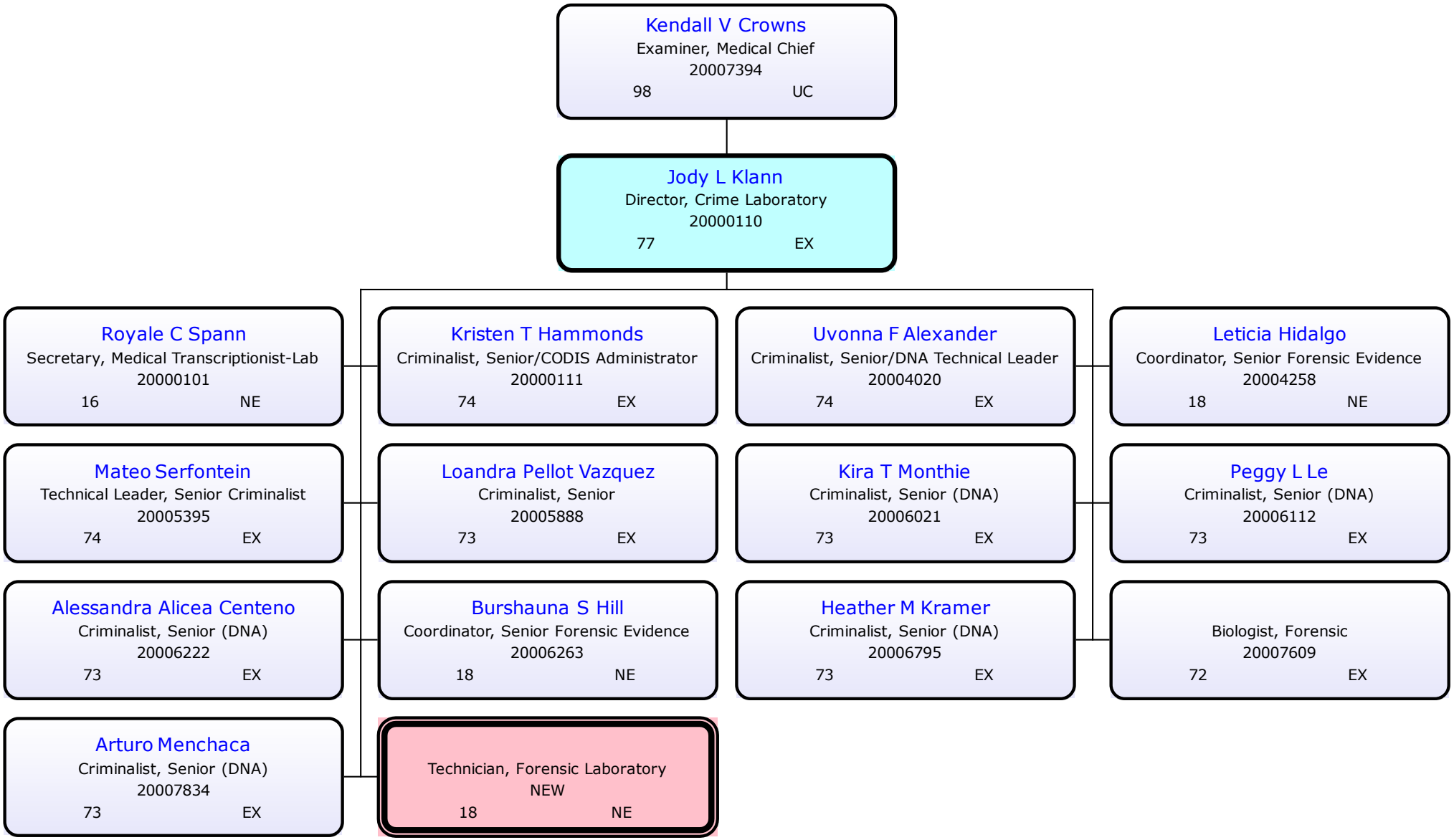
FY2026
The Table of Organization salary change will result in an increase of $84,892.78 for FY 2026.

SUBMITTED BY	Human Resources	PREPARED BY:	Jennifer Jones
		APPROVED BY:	Roxie Held

Current
Medical Examiner's Office *(excerpt)*



Proposed
Medical Examiner's Office *(excerpt)*
Effective August 20, 2025



Proposed Position Title, and Grade	Proposed Organizational Unit	Proposed Job Number	Proposed Cost Center	Proposed Fund/Grant	Effective Date
Forensic Laboratory Technician, Grade 18	10000099 - Medical Examiner-Crime Lab	1418 - Laboratory TC18	2310100000	GRANT-2004/L0013-2025	8/20/2025