

## RESOLUTION

### ROCK COUNTY BOARD OF SUPERVISORS

Medical Examiner Department  
INITIATED BY



5/19/2022  
DATE DRAFTED

#### **Authorizing Increase in Medical Examiner Department Clerical Position**

**WHEREAS**, the Medical Examiner Department has a 0.40 FTE Administration Assistant position since the creation of the Medical Examiner system in 2015; and,

**WHEREAS**, workload, particularly in cremation permit activity has increased 149% from 2015 to 2021 resulting the need to increase the hours of the Administrative Assistant from 0.40 (16 hours/week) to 0.75 (30 hours per week); and,

**WHEREAS**, the annualized cost of this request is \$22,043 and the department is requesting to make it effective on July 1, 2022 at a cost for the remainder of 2021 of \$11,022; and,

**WHEREAS**, sufficient funds are in the department's budget to fund this additional cost.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this 9th day of June, 2022, does hereby authorize the increase in the Medical Examiner Department Administrative Assistant from 04.0 FTE to 0.75 FTE effective July 1, 2022 at at cost of \$11,022 with funds to come from the department's current budget.

#### FISCAL NOTE:

If savings from vacancies do not cover the cost of the increase in FTE, a transfer from another line item may be needed.

Sherry Oja  
Finance Director

#### LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

Richard Greenlee  
Corporation Counsel

#### ADMINISTRATIVE NOTE:

Recommended. The increase in the caseload supports the need for this change. It will be less expensive and a better use of staff time to have this work completed by the Administrative Assistant than a Medicolegal Death Investigator.

Josh Smith  
County Administrator

#### **Committee Action**

Public Safety & Justice Committee

Public Safety & Justice Committee recommended this resolution for approval by a unanimous voice vote. Supervisor Bomkamp was absent.

County Board Staff Committee

County Board Staff Committee recommended this resolution for approval by a unanimous voice vote.

## EXECUTIVE SUMMARY

### INCREASING THE MEDICAL EXAMINER CLERICAL POSITION FTE

Since the creation of the Medical Examiner system in 2015, the Rock County Medical Examiner Department has been staffed with a 0.40 FTE clerical position (16 hours/week) and the department is requesting to increase the position to 0.75 FTE. Originally, the position had the title of "Medical Examiner Clerical Worker" and was re-classified to Administrative Assistant in 2020. The position is primarily responsible for cremations permit processing, among general clerical office duties.

For several years, Finance Department staff assisted with reconciling cremation permit duties. The Medical Examiner Department now handles all cremation permit functions.

The following workload data shows the growth between 2015 and 2021.

Year	Cremations	% Change	MLI Cases	% Change
2015	812		784	
2016	912	12%	858	9%
2017	975	7%	923	8%
2018	1040	7%	977	6%
2019	1020	-2%	956	-2%
2020	1228	20%	1094	14%
2021	1207	-2%	1019	-7%
2015 - 2021		149%		130%

Cremation permit duties include data entry, preparing invoices, depositing monies collected or taken to the Courthouse. Payments need to be entered into the department's case management system. Other major duties include case management filing, organize the contents, be responsible for dissemination after approval and documenting that dissemination. The position would also be responsible for prescription drug entry in many scene death cases, and entering toxicology and disseminating those results in cases where toxicology is run.

The annualized cost to increase from 0.40 FTE to 0.75 FTE is:

#### 0.40 FTE    0.75 FTE    \$ Incr.

Wages	\$16,161	\$30,302	\$14,141
FICA	\$1,236	\$2,318	\$1,082
Retirement	\$1,050	\$1,970	\$919
Health	\$6,560	\$12,300	\$5,740
Dental	\$184	\$345	\$161
<b>Total</b>	<b>\$25,192</b>	<b>\$47,235</b>	<b>\$22,043</b>

The request is to increase the FTE effective July 1 which would amount to an additional \$11,022 and the Department has sufficient funds in the Physicians and Other Services account to fund this request for the balance of 2022.