

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO: C-4004

COUNCIL SPONSOR: MR. STEFANCIK

PROVIDED BY: COUNCIL OFFICE

RESOLUTION TO SET THE SALARIES OF THE EMPLOYEES OF
THE ST. TAMMANY PARISH CORONER'S OFFICE PURSUANT
TO LOUISIANA HOUSE ACT NO. 181 (R.S. 13:5725).

WHEREAS, Act 181, Section C(3) states: the governing authority shall also establish an annual salary for the deputy or assistant coroners, secretaries, stenographers, clerks, technicians, investigators, official photographers, or other employees; and

WHEREAS, the Parish Council is the governing authority for the Parish of St. Tammany; and

WHEREAS, the Interim Coroner has requested the creation of a new position for DNA Lab Technician; and

WHEREAS, there is a need to set the salary for the newly created position of DNA Lab Technician.

THE PARISH OF ST. TAMMANY HEREBY RESOLVES that the position of DNA Lab Technician be created.

THE PARISH OF ST. TAMMANY PARISH FURTHER RESOLVES to set the salary of the newly created position of DNA Lab Technician to that of Labor Grade 9 with a minimum salary of \$ 38,958 and a maximum salary of \$ 48,464 per year based on a 80 hour bi-weekly payroll.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY: SECONDED BY:

YEAS:

NAYS:

ABSTAIN:

ABSENT:


THIS RESOLUTION WAS DECLARED ADOPTED ON THE 6 DAY OF MARCH, 2014, AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

R. REID FALCONER, AIA, COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK

ST. TAMMANY PARISH
CORONER



Beverly Gariepy
St. Tammany Parish Government
PO Box 628
Covington, LA 70433

Dear Beverly,

I have decided to terminate our contract with SNA International as it relates to services provided for our DNA laboratory. They will, however, remain under contract for services provided for the Toxicology laboratory. This change to the contractual relationship with SNA International will save the STPCO approximately \$4,700.00 per month or close to \$57,000.00 annually.

Unfortunately, however, there remains a substantial backlog of cases in the DNA lab of close to 220 cases. As it stands, we are receiving roughly 21 new DNA cases per month now and are able to complete between 19-20 DNA cases per month. Therefore, with the current staff in place, it seems unlikely that we will be able to make any meaningful progress in clearing the backlog. Also, please note that the DNA lab has been trying to get this position filled since 2009. Past administration would not approve this. Therefore, with the input of both my office administrator and the head of the DNA lab, I have decided that adding another DNA lab technician will be necessary in order to complete the existing backlog of cases. The addition of the new technician will also help in preventing any future backlogs. The salary requirement of the new technician will be between \$36-40K annually. This will be offset by the cost savings associated with the changes made to the SNA contract.


Please contact me with any questions. Thank you for all of your assistance.

Sincerely,



Pramod Menon, MD

cc: Reid Falconer
Donald Henderson
Steve Stefancik

	Coroner Forensic Science Center, St. Tammany Parish Job Descriptions	Implemented Date: 09/28/07	Revision 1.0 Date: 10/12/2009
Forensic DNA Technician			Page: 1 of 1

JOB TITLE: Forensic DNA Technician

DEPARTMENT: Coroner's Office, St. Tammany Parish

SALARY: Commensurate with experience and/or education

QUALIFICATIONS AND TRAINING PROGRAMS: Technicians associated with the DNA program are required to successfully complete a qualifying test specific to their duties prior to participating in DNA casework responsibilities. Under the supervision of a Forensic DNA Analyst or the Forensic DNA Technical Leader, the Forensic DNA Technician must receive on-the-job training specific to their job function and must successfully complete a competency test prior to engaging in laboratory defined duties. This position is defined by the FBI Quality Assurance Audit Document as Laboratory technical support personnel. The Forensic DNA Technician must engage in proficiency testing as mandated by ASCLD/LAB.

EXPERTISE AND EXPERIENCE: Zero to 5 years of laboratory experience. Education may vary depending on defined duties.

DUTIES:

1. Performs analytical tests, which may include but are not limited to: extraction, quantitation, amplification, instrumentation and analysis of data.
2. Prepares and validates reagents.
3. Cleans and decontaminates laboratory areas.
4. Performs other duties as assigned by the Coroner, Executive Director or DNA Technical Leader, according to ability and experience.

ORGANIZATIONAL STRUCTURE: Reports directly to the Forensic DNA Technical Leader.

MANAGERIAL DUTIES: None.

PHYSICAL REQUIREMENTS: *Physical requirements include but are not limited to: Occasional bending and stooping, occasional lifting up to 35 pounds. Frequent pushing and pulling and reaching above shoulder level. Frequent sitting and standing. Frequent use of computer equipment. Normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment. Operation of motor vehicle occasionally required.*

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CD #009

Approved by: Executive Director/Quality Manager