

To: Ms. Jennifer Palmbos, SHRM-SCP
From: Joel Palladini, Analyst
Rick Labib-Wood, Project Director
Sheena Horton, Director- Human Capital
Date: 2/16/2024
Re: Pay Grade Evaluation

This memo responds to your request for a pay grade evaluation of the following classification:

1. Jail Administrative Coordinator

- It is our understanding that the **Jail Administrative Coordinator** position is responsible for supervising/managing the day-to-day support services of the Sheriff's Office-Jail Division. The Jail Administrative Coordinator is responsible for records management functions with extensive internal, public, and customer service interaction, bookkeeping, database upkeep, and account maintenance. Oversees the work of subordinate support staff as assigned, responding to operational and procedural issues. Responsible for providing administrative support to Jail Lieutenants serving as a resource for all jail-related concerns. Manages all service and maintenance issues in the jail requiring strong public relations skills and ability to interact with citizens, inmates, business leaders, government officials, and law enforcement executives of Livingston County. The assigned work requires a high degree of confidentiality.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected a hybrid benchmark that includes, "Administrative Assistant III", "Bookkeeper/Accounting Assistant", and "Police Records Clerk" (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | All FTEs, base average: \$52,400).

Based on our assessment of position duties, Livingston County's 2024 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends **grade 6** of Livingston County's pay grade scale to ensure market competitiveness. We are looking at a targeted market in Ann Arbor, MI in "All Industries" for all FTEs. The minimum salary for this recommended group is \$46,600, the midpoint salary is \$51,600 and the maximum salary is \$57,800. After further market analysis, the average salary of \$52,400 fits in the recommended pay grade range of Livingston County's 2024 Payscale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the **Jail Administrative Coordinator**.

Sources:
<https://companalyst.salary.com/>

Jail Administrative Coordinator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Administrative Assistant III	<p>Provides administrative support to an individual, team, department, or group in an organization. Collects, reviews, and analyzes data and prepares reports, charts, budgets, and other presentation materials utilizing word processing, spreadsheet, or specialized software. Prepares and distributes reports or other communications on a regular schedule. Maintains files, databases, and archives of relevant records. Screens calls and responds to or routes routine inquiries from external or internal sources with appropriate correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. May manage expense reporting, invoicing, office supply inventory, or other routine processes. Requires a high school diploma. Typically reports to a supervisor or manager.</p> <p>A03-Senior : Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job. Typically requires 3-5 years of related experience.</p>	\$63,600	1.0
Bookkeeper/Accounting Assistant	<p>Maintains and records a complete and systematic set of business transactions. Balances ledgers, reconciles accounts, and prepares reports to show receipts, expenditures, accounts receivable, and payable. Follows bookkeeping procedures established by the organization. May require an associate degree or equivalent. Typically reports to a supervisor or manager.</p> <p>A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.</p>	\$44,000	1.0
Police Records Clerk	<p>Maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records of criminal justice activities. Assists in providing accurate and clear</p>	\$41,100	1.0

	<p>information to public and other departments. May perform other clerical duties including taking photographs, fingerprints, and answering telephone inquiries. Typically requires a high school diploma or its equivalent. Typically reports to police sergeant or police lieutenant.</p> <p>A01-Entry : Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.</p>		
	Ann Arbor, MI (Metro) All Industries All FTEs	\$52,400	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries All FTEs	46.6	51.6	57.8	52.4
Lansing,MI (Metro) All Industries All FTEs	43.6	48.2	54.2	49.1
Michigan (State) All Industries All FTEs	44.7	49.5	55.7	50.3