

To: Ms. Jennifer Palmbos
From: Joel Palladini, Analyst
Sheena Horton, Director
Date: 3/13/2024
Re: Pay Grade Evaluation

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

1. School Liaison Coordinator

- It is our understanding that the **School Liaison Coordinator** position is responsible for the coordination and execution of all programs that interact with or provide oversight with schools in the county. This specifically includes the day-to-day operation of the Michigan Department of Community Health Hearing and Vision Program including the supervision of technical staff. This position may also coordinate the work of other clerical staff and provides leadership and guidance to other staff members as necessary.

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, “School Nurse” and “Office Manager” (100%) from Salary.com’s CompAnalyst database (Lansing, MI (Metro) | All Industries | All FTEs, base average: \$70,800).

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 pay grade **8** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. We are looking at targeting “All Industries” for all FTEs. The minimum salary for this recommended group is \$57,900, the midpoint salary is \$68,700 and the maximum salary is \$82,000. After further market analysis, the average salary of \$70,800 fits in the recommended pay grade range of Livingston County’s 2024 Pay scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the School Liaison Coordinator.

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

School Liaison Coordinator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Office Manager	<p>Oversees and manages the daily activities of office staff to ensure efficient operations, service delivery and expense control. Develops and implements procedures and policies for all administrative activities. Typically manages record-keeping, document preparation, mail distribution, reception, bill or invoice processing, maintenance services, technical support, project coordination/scheduling, and other related internal operations. Oversees the selection of vendors and the purchase of office equipment and supplies. Coordinates resources to troubleshoot, determine the best solutions, and solve problems. Tracks and analyzes operational costs and monitors budget. Recruits, trains, and coaches office staff to achieve optimal performance. May require a bachelor's degree. Typically reports to a head of a unit/department.</p> <p>M01-Entry Manager (Sr. Supervisor) : Supervises a group of primarily para-professional level staffs. May also be a level above a supervisor within high volume administrative/ production environments. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. Typically requires 3-5 years experience in the related area as an individual contributor. Thorough knowledge of functional area and department processes.</p>	\$84,700	1.0
School Nurse	<p>Administers nursing care under the guidelines of a school system. Participates in the implementation and evaluation of student care. Ensures the health, comfort and safety of students. Requires state nursing licensure and educational credential. Typically requires an associate's degree in nursing. Typically reports to a supervisor or manager.</p> <p>P01-Entry : Work is closely managed. Works on projects/matters of limited complexity in a support role. Typically requires 0-2 years of related experience.</p>	\$55,500	1.0
Lansing, MI (Metro) All Industries All FTEs		\$70,800	1.0