

To: Jennifer Palmbo, SHRM-SCP
From: Joel Palladini, Analyst
Rick Labib-Wood, Project Director
Sheena Horton, Director- Human Capital
Date: 4/24/2024
Re: Pay Grade Evaluation

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

1. Medical Examiner Investigator

- It is our understanding that the **Medical Examiner Investigator** position is responsible for forensic investigations through the utilization of accepted procedures, documents death scenes, and to assist in the collection of evidence in support of the Medical Examiner's office. Performs field interviews at death scenes and conducts research both in the office and in the field. Transport bodies when necessary to morgue. Medical Examiner investigators should have a combination of education and skills encompassing areas of medicine and law.

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, "Case Manager, "Criminal Investigator" and "Emergency Services Manager" (100%) from Salary.com's CompAnalyst database (Lansing, MI (Metro), All Industries | All FTEs, base average: \$86,400).

Based on our assessment of position duties, Livingston County's 2023 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 **9** of Livingston County's 2023 pay grade scale to ensure market competitiveness. We are looking at a targeted All Industries for all FTEs. The minimum salary for this recommended group is \$71,000, the midpoint salary is \$86,400 and the maximum salary is \$95,600. After further market analysis, the average salary of \$86,400 fits in the recommended pay grade range of Livingston County's 2023 Pay scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Medical Examiner Investigator.

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

Medical Examiner Investigator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Case Manager	<p>Coordinates the overall interdisciplinary plan of care for patients, from admission to discharge. Monitors care and acts as a liaison between patient/family, healthcare personnel, and insurers. Evaluates the needs of the patient, the resources available, and recommends and facilitates the plan for the best outcome. Develops a discharge plan that provides the best available resources to meet ongoing patient needs and that encourages compliance with medical advice. Identifies patient care issues and suggests revisions to or new clinical pathways to improve quality of care. May also be responsible for conducting utilization reviews. Typically requires a bachelor's degree of Nursing. Typically reports to a head of a department/unit. Requires Registered Nurse (RN).</p> <p>PZ0-Professional : Years of experience may be unspecified. Certification and/or licensing in the position's specialty is the main requirement.</p>	\$93,700	.30
Criminal Investigator	<p>Conducts investigations of criminal cases. Analyzes collected data or evidence and prepares documentation for legal action. Conducts surveillance and interviews witnesses. Interfaces with various law enforcement agencies. Often requires prior experience working in or closely with law enforcement. May require a bachelor's degree or equivalent. Typically reports to a supervisor or manager.</p> <p>PZ0-Professional : Years of experience may be unspecified. Certification and/or licensing in the position's specialty is the main requirement.</p>	\$77,000	.60
Emergency Services Manager	<p>Manages the staff and programs of the emergency services unit. Develops and introduces approved standards and guidelines for emergency service programs. Ensures quality care for patients. Role does not require M.D. Requires a bachelor's degree. Typically reports to a director.</p> <p>M02-Manager (True 1st level Manager) : Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related area as an individual contributor. 1-3 years supervisory</p>	\$134,900	.10

	experience may be required. Extensive knowledge of the function and department processes.		
	Lansing, MI (Metro) All Industries All FTEs	\$84,900	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries All FTEs	75.6	91.7	101.4	90.5
Lansing,MI (Metro) All Industries All FTEs	71.0	86.1	95.1	84.9
Michigan (State) All Industries All FTEs	72.6	88.1	97.4	86.8