

To: Ms. Jennifer Palmbos
From: Joel Palladini, Analyst
Sheena Horton, Director
Date: 5/23/2024
Re: Pay Grade Evaluation

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

1. Lead Court Security Officer

- It is our understanding that the **Lead Court Security Officer** position is responsible for the daily coordination, guidance, and scheduling of Court Security Officers. Ensures the proper completion of assigned tasks by Court Security Officers. Functions as a Court Security Officer with responsibility in judicial security, courtroom security, building security and ancillary support security functions. As an employee of the Courts, the Lead Court Security Officer will also perform security and bailiff duties for all judges and attorney referees, as directed, at any County court facility as well as the Law Center.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected a benchmark that includes, "Security Guard Team Leader" (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI | All Industries | All FTEs, base average: \$64,300).

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 **7** of Livingston County's 2024 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 \$53,200, the midpoint salary is \$63,100 and the maximum salary is \$74,200. After further market analysis, the average salary of \$64,300 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 Lead Court Security Officer.

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

Lead Court Security Officer
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Security Guard Team Leader	<p>Supervises a team of security guards that ensure the physical safety of all visitors, employees, or customers to the organization's facilities and the security of property and assets. Schedules security guard staff shifts. Assigns guards to patrol and inspect of buildings and grounds. Ensures protection from intruders, fire hazards, theft, and vandalism. Monitors security systems and responds to alarms, reports of issues, or requests for assistance. Ensures that all security events are logged, documented, and reported using standard procedures. Trains staff on policies and procedures for crisis response, disaster recovery, evacuation, workplace violence, and other emergency events. Updates team on local, state, provincial, or federal security-related information, directives, and events. Assists with investigations and critical event responses in coordination with law enforcement and other officials. Understands law enforcement methods, tactics, and procedures. Requires a high school diploma. Requires Basic Life Support (BLS). Typically reports to a manager.</p> <p>S01-Team Leader : Working team member that may validate or coordinate the work of others on a support team. Suggests improvements to process, is a knowledge resource for other team members. Has no authority for staff actions. Generally has a minimum of 2 years experience as an individual contributor. Thorough knowledge of the team processes.</p>	\$64,300	1.0
	Ann Arbor, MI All Industries All FTEs	\$64,300	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries All FTEs	53.2	63.1	74.2	64.3
Lansing,MI (Metro) All Industries All FTEs	50.2	59.5	70.0	60.6
Michigan (State) All Industries All FTEs	51.3	60.7	71.3	61.8