MGT CONSULTING

To:	Ms. Jennifer Palmbos
From:	Joel Palladini, Analyst
	Sheena Horton, Director
Date:	7/15/2024
Re:	Pay Grade Evaluation

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

1. Application Developer – ECM Administrator
2. GIS Administrator

➤ It is our understanding that the **ECM Administrator** position is responsible for providing complete system management for Livingston County Enterprise Content Management systems. Administers the ECM system and serves as a liaison between ECM leads/power users, Information Technology, and ECM vendor support teams. Designs, builds, and maintains ECM solutions. The ECM Administrator is ultimately responsible for ensuring that appropriate documents regarding life and death situations are available to appropriate user departments, specifically public safety, and the courts. Serves as a project manager to implement ECM solutions using standard project manager constructs.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities of the given position. MGT selected a hybrid benchmark that includes, "Enterprise Applications Developer II (75%)" and "Application Systems Analysis/Developer I (25%)" from Salary.com's CompAnalyst database (Ann Arbor, MI (Metro) | Government |All FTEs, base average: $84,700).

Based on our assessment of position duties, Livingston'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 11** of Livingston's 2024 pay grade scale to ensure market competitiveness. We are looking at a targeted industry of "Government" for all FTEs. The minimum salary for the recommended group is $81,120, the midpoint salary is $91,312 and the maximum salary is $102,772.80. We are focusing on the average salary of $84,700 fits in the recommended pay grade range of Livingston's 2024 Payscale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the ECM Administrator.

➤ It is our understanding that the **GIS Administrator** position is responsible for for the GIS environment, responsible for performing a variety of technical tasks involving the development, maintenance, and management of various enterprise GIS systems and

data, including ArcGIS Enterprise, ArcGIS Online, and Cityworks. The GIS Administrator leads the work of GIS staff including scheduling, assigning, monitoring, and approving work products. The position also creates, maintains, and administers the County's enterprise Geographic Information Systems (GIS) environment. The GIS Administrator performs GIS data file management including data schema, creation of the layers of data, organization of the data files and management of the storage of such data. Provides direction to County departments and local units of government in special projects and provides technical assistance to GIS user departments.

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 "GIS Analyst II (80%)", "GIS Manager (20%)" All are (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI I All Industries I All FTEs, base average: $93,800).

Based on our assessment of position duties, Livingston'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 placing this position on **Grade 11** on Livingston's 2024 pay grade scale. The minimum salary for the recommended group is $81,120, the midpoint salary is $91,312 and the maximum salary is $102,772.80. We are focusing on the average salary of $93,800. This fits perfectly in the current pay grade scale and allows room for growth and development.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the GIS Administrator position.

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

ECM Administrator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Application Systems Analysis/Developer I	Performs coding, debugging, testing, configuration, and analysis to develop or modify application programs. Conducts detailed analysis of functional and technical requirements needed to create specifications. Utilizes programming, scripting, or database language to produce efficient code. Performs unit testing of applications. Produces application documentation, including process and data flow diagrams. Provides support for implementing, enhancing, integrating, and maintaining applications. May require a bachelor's	$75,200	.25

Title	Description	Base Average Salary	Weight
	degree or equivalent. Typically reports to a project leader or manager. 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.		
Enterprise Application Developer II	Develops, reviews, and modifies the programming to support the configuration of the organization's Enterprise Resource Planning (ERP) applications. Analyzes ERP system performance and encodes and debugs any issues or vulnerabilities to improve the integrity, security, or application of the system. Develops coding to support the programming of new ERP modules and system upgrades and assists with the configuration planning and deployment of releases. Ensures ERP data and system infrastructure security, designs patches for vulnerabilities, and develops backup processes. Plans and designs application tables, reports, and new modules to improve system configuration, functionality, and efficiency. Coordinates software integration and maintains technical documentation. Requires a bachelor's degree. Typically reports to a manager. P02-Intermediate : Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2-4 years of related experience.	$92,300	.75
	Ann Arbor, MI | Government |All FTEs	**$84,700**	**1.0**

SCOPE ▲	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) | All Industries | $50M - $200M Revenues ($ USD)	77.6	88.9	100.6	90.6
Ann Arbor,MI (Metro) | All Industries | All FTEs	79.8	91.3	103.4	93.1
Ann Arbor,MI (Metro) | Government | $50M - $200M Revenues ($ USD)	70.7	80.9	91.6	82.5
Ann Arbor,MI (Metro) | Government | All FTEs	72.6	83.2	94.1	84.7

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

GIS Administrator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight

GIS Analyst II	Compiles, manipulates, and analyzes geospatial data. Designs, develops, and maintains databases and systems of GIS data. Creates reports, maps, applications, and visualizations conveying the results of spatial analyses. Utilizes scripting languages to refine GIS data pipelines and processes. May provide GIS training or assistance to other organization members. Typically requires a bachelor's degree or equivalent. Typically reports to a manager or head of a unit/department. P02-Intermediate : Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2-4 years of related experience.	$76,800	.8
GIS Manager	Manages, plans, assigns, and reviews analysts and developers' work on GIS projects. Oversees the production of reports, maps, applications, and visualizations for internal or external stakeholders. Ensures proper maintenance, documentation, and cleaning of GIS data. Develops methods to leverage GIS data for new applications. Typically requires a bachelor's degree or equivalent. Typically reports to a director. 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 experience may be required. Extensive knowledge of the function and department processes.	$135,100	.2
	**An Arbor, MI (Metro)	All Industries| All FTEs**	**$93,800**	**1.0**

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
**Ann Arbor,MI (Metro)	All Industries	All FTEs**	82.0	91.7	103.7	93.8
**Lansing,MI (Metro)	All Industries	All FTEs**	77.4	86.6	97.9	88.6
**Michigan (State)	All Industries	All FTEs**	78.5	87.9	99.4	90.1