



**To:** Ms. Jennifer Palmbo  
**From:** Joel Palladini, Analyst  
Sheena Horton, Director  
**Date:** 9/24/2024  
**Re:** Pay Grade Evaluation

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

**1. Billing Specialist**

- It is our understanding that the **Billing Specialist** position is responsible for performing a wide range of billing duties, including preparation of ambulance claims, interacting with numerous insurance companies, including Medicare, Medicaid, and other insurance agencies or with the general public. Serves as the primary point of contact for the County’s EMS clients regarding the financial component of the ambulance transport or for other billing and collection purposes.

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, “Enrollment and Billing Representative III” (50%) and “Billing Specialist” (50%) from Salary.com’s CompAnalyst database (Ann Arbor, MI | All Industries | All FTEs, base average: \$51,100).

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 5** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$47,944, the midpoint salary is \$53,955.20 and the maximum salary is \$60,736. After further market analysis, the average salary of \$51,100 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 Billing Specialist.

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

**Billing Specialist**  
**Salary.com CompAnalyst**



Title	Description	Base Average Salary	Weight
Enrollment & Billing Representative III	<p>Responsible for the accurate enrollment and billing process for an insurance organization. Maintains related documents, updates corresponding records and responsible for enrollment and billing query. May handle more complex enrollment or billing issues. May provide training or guidance to more junior representatives. May require an associate degree. 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>	\$50,300	.5
Medical Billing Specialist	<p>Reviews and verifies medical bills and invoices with accounts receivable ledger and patients. Ensures record accuracy, follows up, and makes necessary revisions. Processes changes in information system to support accurate and efficient billing process and financial close. Follows proper medical and insurance claim processes. Typically requires a high school diploma 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>	\$46,500	.5
<b>Ann Arbor, MI (Metro)   All Industries   All FTEs</b>		<b>\$51,100</b>	<b>1.0</b>

SCOPE	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro)   All Industries   All FTEs	46.1	50.3	55.2	51.1
Lansing,MI (Metro)   All Industries   All FTEs	43.5	47.5	52.1	48.2
Michigan (State)   All Industries   All FTEs	44.4	48.4	53.1	49.2