



To: Ms. Jennifer Palmbo, Human Resources / Labor Relations Director
From: Joel Palladini, Analyst
Sheena Horton, Director
Date: 10/30/2024
Re: Pay Grade Evaluation

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

1. **Deputy Financial Officer**
2. **Senior Financial Analyst**

- It is our understanding that the **Deputy Financial Officer** position is responsible for the analysis and preparation of a variety of complex financial, budget, and operational data. The position's duties are concentrated in countywide budget development and implementation, internal service fund rate analysis, asset replacement planning, financial analysis, and grant management. This position supervises and provides direction in the operations of grant administration, procurement and accounts payable activities.

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, "Grant Administrator II (50%) and "Finance Manager (50%)" from Salary.com's CompAnalyst database (Ann Arbor, MI | All Industries | All FTEs, base average: \$111,100).

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 relative to the market and internal hierarchy, MGT recommends **Grade 13** of Livingston County's 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$93,313.06, the midpoint salary is \$105,024.67 and the maximum salary is \$118,206.20. The average salary of \$111,100 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 Deputy Financial Officer.

- It is our understanding that the **Senior Financial Analyst** position is responsible for the analysis and preparation of a variety of complex financial, budget, and operational information. This position's duties are concentrated on countywide budget development, financial report development, grant financial oversight, complex cost and



internal control analysis, and assures compliance with various grant reporting requirements.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark, "Senior Level Financial Analyst" (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI | All Industries | All FTEs, base average: \$105,700).

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 relative to the market and internal hierarchy, MGT recommends **Grade 12** of Livingston County's 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$86,802.85, the midpoint salary is \$97,697.37 and the maximum salary is \$109,959.26. The average salary of \$105,700 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 Senior Financial Analyst.

Sources:

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

Deputy Financial Officer
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Finance Manager	Manages the daily financial activities and functions for an organization including accounting, budget, credit, insurance, tax, and treasury. Ensures all financial operations are in compliance with governmental rules and regulations. Forecasts and manages a cash flow that meets the needs of the company. Provides guidance to managers in financial reporting objectives and standards to ensure accurate, compliant and useful financial reporting is produced. Oversees the budget process and works with managers to produce and manage effective budgets. Acts as an advisor to management on regulations and other matters that may impact the financial activities of the company, engaging with outside consultants if applicable. Requires a bachelor's degree. Typically reports to a senior manager or director. M02-Manager (True 1st level Manager) : Manages	\$137,200	1.0



	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.		
Grant Administrator II	Administers the financial control processes of grant activity throughout the grant lifecycle for awarded or received grants to ensure compliance with grant provisions, regulations, standards, timelines, and reporting requirements. Monitors grantee management and disbursement of funds and reviews grantee programs for compliance with the terms of grants. Prepares and submits financial reporting and performs accounting tasks related to managing grant funding received. Tracks and reconciles grant account budgets and expenses. Submits any additional information or documentation required by the grant funder. Follows grant accounting best practices and complies with legal regulations. 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.	\$75,900	1.0
Ann Arbor, MI (Metro) All Industries All FTEs		\$111,100	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries All FTEs	95.9	109.6	124.4	111.1
Lansing,MI (Metro) All Industries All FTEs	91.8	105.0	119.1	106.4
Michigan (State) All Industries All FTEs	93.2	106.5	120.8	107.8

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

Senior Financial Analyst
Salary.com CompAnalyst



Title	Description	Base Average Salary	Weight
Senior Level Financial Analyst	<p>Responsible for the preparation, coordination, and documentation of financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Identifies trends and developments in competitive environments and presents findings to senior management. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. May conduct special financial and business related studies and cooperates with other departments in the preparation of analyses. Requires a bachelor's degree. Typically reports to a supervisor or manager.</p> <p>P03-Senior (Career Level) : Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.</p>	\$105,700	1.0
Ann Arbor, MI (Metro) All Industries All FTEs		\$105,700	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries All FTEs	94.6	104.8	115.9	105.7
Lansing,MI (Metro) All Industries All FTEs	90.4	99.5	109.9	100.1
Michigan (State) All Industries All FTEs	92.4	101.2	111.7	102.0