



To: Jennifer Palmbos, Human Resources Director
From: Claudia Fasse, Analyst
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Elections Specialist/Deputy Clerk

- It is our understanding that the Elections Specialist/Deputy Clerk position is responsible for providing information and assistance to elected officials, candidates, and the public regarding the election process. This position assists the Elections Manager in implementing and enforcing Michigan Election Laws. It assumes responsibility for departmental operations in the absence of the Elections Manager, as directed. When assigned to the Vital Records Division, it performs the essential job functions of a Vital Records Clerk. The position also coordinates federal passport services provided to the public.

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 role “Office Services Professional II” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$71,400.00).

Based on our assessment of position duties, Livingston County’s 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 8** of Livingston County’s 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County’s recommended pay group is \$64,230.40, the midpoint is \$72,300.80, and the maximum is \$81,390.40. After further market analysis, the average hourly salary is \$71,400.00, which fits in the recommended pay grade range of Livingston County’s 2025 pay grade scale.


MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Elections Specialist/Deputy Clerk.

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

Office Services Professional II
Salary.com CompAnalyst



Title	Description	Base Average Hourly	Weight
Office Services Professional II	<p>Performs and oversees various administrative functions and processes and acts as the organization's point person for outside vendors and service providers. Plans and coordinates office-wide facilities maintenance, space planning, moves, equipment installations, and other events or projects with internal and external stakeholders. Monitors inventory and places orders for office equipment, supplies, or provisions. Manages or administers accounting processes, including budgeting, invoice processing, employee expense reports, reimbursements, petty cash, and time tracking. May support HR activities or initiatives with employee onboarding and interview coordination, and training. Performs company database or system administration tasks, including data input, reporting, user support, and upgrades. Resolves day-to-day problems and coordinates with stakeholders to obtain solutions. Requires a bachelor's degree. Typically reports to a supervisor or manager.</p> <p>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.</p>	\$71,400.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	\$71,400.00	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	61.7	70.4	79.7	71.4
Ann Arbor,MI (Metro) All Industries All FTEs	63.7	72.6	82.2	73.7
Ann Arbor,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	57.8	66.0	74.7	66.9
Ann Arbor,MI (Metro) Government All FTEs	59.7	68.1	77.1	69.0
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	59.4	67.8	76.8	68.8
Lansing,MI (Metro) All Industries All FTEs	61.3	69.9	80.2	70.9
Lansing,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	55.7	63.6	71.9	64.5
Lansing,MI (Metro) Government All FTEs	57.4	65.6	74.2	66.5
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	60.5	69.0	78.1	70.0
Michigan (State) All Industries All FTEs	58.2	67.8	79.9	69.5
Michigan (State) Government \$50M - \$200M Revenues (\$ USD)	56.7	64.7	73.2	65.6
Michigan (State) Government All FTEs	58.4	66.7	75.5	67.6