



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 Manager/Deputy Clerk

- It is our understanding that the **Elections Manager/Deputy Clerk** position is responsible for responsible for the overall management and operation of the County Clerk's Elections Division. This position provides guidance and recommendations to state and local election administrators, elected officials, candidates, entities pursuing ballot access, the media, and the public regarding elections. Additionally, this role manages poll worker training for all local jurisdictions in Livingston County, assesses fees for election services rendered, maintains campaign financial statement records, and assists with selecting voting systems and other division-specific software programs.

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 Manager, Senior" (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$101,400.00).

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 12** of Livingston County's 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County's recommended pay group is \$89,406.94, the midpoint rate is \$100,628.29, and the maximum salary is \$113,258.04. After further market analysis, the average salary from Salary.com is \$101,400.00, 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 Manager/Deputy Clerk.

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

Office Manager, Senior
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Office Manager, Senior	<p>Oversees and manages the daily activities of office staff to ensure efficient operations, service delivery and expense control. Develops and implements procedures and policies for all administrative activities. Typically manages record-keeping, document preparation, mail distribution, reception, bill or invoice processing, maintenance services, technical support, project coordination/scheduling, and other related internal operations. Oversees the selection of vendors and the purchase of office equipment and supplies. Coordinates resources to troubleshoot, determine the best solutions, and solve problems. Tracks and analyzes operational costs and monitors budget. Recruits, trains, and coaches office staff to achieve optimal performance. May require a bachelor's degree. Typically reports to a head of a unit/department.</p> <p>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 of 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.</p>	\$101,400.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	\$101,400.00	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	83.8	98.2	116.1	101.4
Ann Arbor,MI (Metro) All Industries All FTEs	90.2	105.8	125.0	109.2
Ann Arbor,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	77.8	91.2	107.9	94.2
Ann Arbor,MI (Metro) Government All FTEs	83.9	98.3	116.2	101.5
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	80.7	94.5	111.8	97.6
Lansing,MI (Metro) All Industries All FTEs	86.9	101.8	120.4	105.2
Lansing,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	75.0	87.9	103.9	90.7
Lansing,MI (Metro) Government All FTEs	80.8	94.7	111.9	97.8
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	82.1	96.2	113.7	99.3
Michigan (State) All Industries All FTEs	83.6	99.1	119.2	103.1
Michigan (State) Government \$50M - \$200M Revenues (\$ USD)	76.3	89.4	105.7	92.3
Michigan (State) Government All FTEs	82.2	96.3	113.9	99.5