



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

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

**1. Assistant FOIA Coordinator Specialist / Deputy Clerk**

- It is our understanding that the **Assistant FOIA Coordinator Specialist / Deputy Clerk** position is responsible for overseeing the administration, coordination, and compliance of the Michigan Freedom of Information Act (FOIA) for Livingston County. This position coordinates the FOIA request process, including intake, review, coordination between county departments, and compliance with statutory time limits. Additionally, this role serves as the liaison between the public and the county and provides guidance, support, and training on software used by county departments and public users.

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 Assistant II” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$52,400.00).

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 5** of Livingston County’s 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County’s recommended pay group is \$49,379.20, the midpoint salary is \$55,577.60, and the maximum salary is \$62,566.40. After further market analysis, the average salary from Salary.com is \$52,400.00, 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 Assistant FOIA Coordinator Specialist / Deputy Clerk.

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

**Office Services Assistant II**  
**Salary.com CompAnalyst**



Title	Description	Base Average Salary	Weight
Office Services Assistant II	<p>Supports office administrative functions and processes with assistance, backup, and coordination duties. Assists with planning and coordinating office-wide processes such as 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. Processes mail, invoices, employee expense reports, reimbursements, and petty cash. Tracks time reports, attendance or timecards. May act as backup for receptionist, phone coverage, or assist HR activities such as employee onboarding, interview coordination, training initiatives, and other special projects. May be responsible for performing company database or system administration tasks, including data input, reporting, user support, and upgrades. Addresses routine day-to-day problems or coordinates with stakeholders to obtain solutions. Requires a high school diploma or equivalent. Typically reports to a supervisor.</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>	\$52,400.00	1.0
	<b>Ann Arbor, MI (Metro)   All Industries   \$50M - \$200M Revenues (\$ USD)</b>	<b>\$52,400.00</b>	<b>1.0</b>

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro)   All Industries   \$50M - \$200M Revenues (\$ USD)	45.2	50.9	58.3	52.4
Ann Arbor,MI (Metro)   All Industries   All FTEs	46.1	52.0	59.5	53.3
Ann Arbor,MI (Metro)   Government   \$50M - \$200M Revenues (\$ USD)	41.7	47.0	53.8	48.3
Ann Arbor,MI (Metro)   Government   All FTEs	42.9	48.3	55.3	49.7
Lansing,MI (Metro)   All Industries   \$50M - \$200M Revenues (\$ USD)	43.5	49.0	56.1	50.4
Lansing,MI (Metro)   All Industries   All FTEs	44.7	50.4	58.9	52.1
Lansing,MI (Metro)   Government   \$50M - \$200M Revenues (\$ USD)	40.2	45.2	51.8	46.5
Lansing,MI (Metro)   Government   All FTEs	41.3	46.5	53.3	47.9
Michigan (State)   All Industries   \$50M - \$200M Revenues (\$ USD)	44.3	49.8	57.1	51.3
Michigan (State)   All Industries   All FTEs	45.5	50.9	58.3	52.2
Michigan (State)   Government   \$50M - \$200M Revenues (\$ USD)	40.9	46.0	52.7	47.4
Michigan (State)   Government   All FTEs	42.0	47.3	54.2	48.7