



To: Jennifer Palmbois, 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. Investigative Services Administrative Specialist

- It is our understanding that the **Investigative Services Administrative Specialist** position is responsible for complex clerical, administrative and records management functions with extensive public, outside agency, and customer service interaction. Required skills and duties include exceptional skills in organizational abilities, attention to detail, and a high degree of confidentiality while managing sensitive case information to ensure efficient case management and effective investigative support. This position also requires exceptional skills in records management, general bookkeeping, scheduling, data entry, database creation and upkeep, customer service and similar activities. The Investigative Services Administrative Specialist assists in the coordination of complex administrative workflows between detectives, law enforcement agencies, prosecutors and other criminal justice partners to provide effective investigative support and case management. The employee may serve as a lead worker.

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 “Police Records Clerk” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$48,000.00).

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 \$48,000.00, 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 Investigative Services Administrative Specialist.

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



Police Records Clerk (Adjusted)

Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Police Records Clerk (Adjusted)	Maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records of criminal justice activities. Assists in providing accurate and clear information to public and other departments. May perform other clerical duties including taking photographs, fingerprints, and answering telephone inquiries. Typically requires an associate degree. Typically reports to Police Sergeant or Police Lieutenant. May require CPR certified, Notary Public. A01-Entry: Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. Typically requires 3+ years of related experience.	\$48,000.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues	\$48,000.00	1.0