

To: Ms. Jennifer Palmbos
From: Joel Palladini, Analyst
Sheena Horton, Director
Date: 4/24/2024
Re: Pay Grade Evaluation

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

1. WIC Program Coordinator

- It is our understanding that the **WIC Program Coordinator** position is responsible for the supervision and coordination of the WIC Program and for providing nutrition counseling to WIC participants and other clients referred from the Personal Preventive Health Services program. Performs other duties as indicated below.

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, “Nutritionist” and “Senior Registered Clinical Dietitian” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | All FTEs, base average: \$78,100).

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, MGT recommends **11** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. We are looking at a targeted industry of “All Industries” for all FTEs. The minimum salary for this recommended group is \$69,100, the midpoint salary is \$76,900 and the maximum salary is \$85,900. After further market analysis, the average salary of \$78,100 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 WIC Program Coordinator.

Sources:

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

WIC Program Coordinator

Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Nutritionist	<p>Reviews physicians diagnosis and designs and implements therapeutic nutritional care plans for patients utilizing general dietetic standards and regulations. Monitors and documents patient progress and consults with physicians as needed. Educates and provides guidance to staff, patients, and families regarding diet and food plans. Administers and advises food service operations to ensure menus comply with prescribed nutritional plans. Requires a bachelor's degree. Typically reports to a supervisor/manager. Requires Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).</p> <p>P02-Intermediate : Gains exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.</p>	\$69,700	1.0
Senior Registered Clinical Dietitian	<p>Reviews physicians diagnosis and designs and implements therapeutic nutritional care plans for patients utilizing general dietetic standards and regulations. Monitors and documents patient progress and consults with physicians as needed. Educates and provides guidance to staff, patients, and families regarding diet and food plans. Administers and advises food service operations to ensure menus comply with prescribed nutritional plans. May supervise less experienced dietitians. Requires a bachelor's degree. Requires Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). Typically reports to a supervisor or manager.</p> <p>P03-Senior (Career Level) : Work is generally independent and collaborative in nature. Contributes to moderately complex aspects of a project. Typically requires 4 -7 years of related experience.</p>	\$77,600	1.0
	Ann Arbor, MI (Metro) All Industries All FTEs	\$78,100	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries All FTEs	69.1	76.9	85.9	78.1
Lansing,MI (Metro) All Industries All FTEs	64.8	72.2	80.6	73.3
Michigan (State) All Industries All FTEs	66.2	73.7	82.5	74.9