

**Date:** March 23, 2015  
**To:** TriMet Board of Directors  
**From:** Neil McFarlane, General Manager *Neil McFarlane*  
**Subject:** *General Manager Personnel Action Report*  
*November 16, 2014 through February 15, 2015*

The duties of TriMet’s General Manager are specified in ORS 267.140. It states the General Manager has “full charge of the administration of the business affairs of the district.” Those duties include ensuring appropriate staffing levels and acknowledging promotions.

TriMet is pleased to recognize the following individual salary actions and to report on other personnel actions taken during the quarter.

**I. PERSONNEL ACTIONS (Grade 15 and over)<sup>1</sup>**  
 All actions are within the current budget appropriation.

**a. Promotions**

Jennifer Koozer – Manager, Community Affairs, Grade 15, Capital Projects  
 Previous Position: Representative, Community Affairs, Grade 12, Capital Projects  
 20% Annual Salary Increase to \$78,000, Effective 2/9/15 to 12/31/15 (Limited Term Position).

James Bledsoe – Manager, Rail Equipment Maintenance, Grade 16, Maintenance  
 Previous Position: Supervisor, Rail Maintenance, Grade 13, Maintenance  
 13% Annual Salary Increase to \$91,500, Effective 1/26/15.

**b. New Hires**

There were no new hires at or above Grade 15 during this time period.

**c. Separations**

Nathan Banks – Manager, Scheduling Systems & Production  
 Transportation: Grade 15, Ending Salary: \$77,475  
 Effective 12/19/14, resigned.

Drew Blevins – Director, Marketing & Customer Information Services  
 Public Affairs: Grade 19, Ending Salary: \$129,066  
 Effective 1/31/15, retired.

Barry Chapman – HR Business Partner  
 Labor Relations/Human Resources: Grade 17, Ending Salary: \$113,872  
 Effective 2/11/15, resigned.

Monique Hawthorne – Deputy General Counsel I  
 Legal: Grade 18, Ending Salary: \$97,850  
 Effective 1/16/15, resigned.

<sup>1</sup> Grade 15 has a midpoint of \$88,572 and is generally considered a department manager level.

Leopold-Hutchins, Debora – Manager, Insurance Programs  
Capital Projects: Grade 15, Ending Salary: \$82,268  
Effective 2/13/15, resigned.

Buck Lorts – Manager, CADD  
Capital Projects: Grade 16, Ending Salary: \$84,878  
Effective 1/14/15, retired.

Joan Reynolds – Systems Engineer III – Exchange Server  
Information Technology: Grade 15, Ending Salary: \$82,021  
Effective 12/12/14, resigned.

## II. OTHER PERSONNEL ACTIONS

All actions are within the current budget appropriation.

- a. Total Union Employee Salary Step Increases: 443
- b. Total Union Positions Filled: 37
  - i. Part-time Operators: 37
  - ii. Full-time Operators: 0
  - iii. Union - Other: 0
- c. Total Non-Union Positions Filled: 4 Full-time, 2 Part-time Temp

All actions are conducted in accordance with ORS 267.140. Any actions anticipated to exceed the budget appropriation will be brought before the Board in a Budget Transfer Resolution.