


Date: March 23, 2016
To: TriMet Board of Directors
From: Neil McFarlane, General Manager 
Subject: **General Manager Personnel Action Report**
November 16, 2015 to February 15, 2016

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)¹

- All actions are within the current budget appropriation.
- Actions listed in alphabetical order.

a. Promotions

Freya Gustafsson – Senior Software Engineer/Architect; Information Technology. Grade 18.
Previous Position: Software Engineer, Web Applications; Information Technology. Grade 16.
4.03% Annual Salary Increase to \$103,183; Effective 1/18/2016.

Calvin Lee – Engineer, Structural - Agency; Capital Projects. Grade 17
Previous Position: Engineer, Structural; Capital Projects. Grade 16.
3.98% Annual Salary Increase to \$105,000; Effective 2/1/2016.

Inessa Vitko – Senior Manager, Customer Information; Public Affairs. Grade 16
Previous Position: Manager, Customer Information; Public Affairs. Grade 13.
16.67% Annual Salary Increase to \$85,000; Effective 2/15/2016.

Wendy White – Assistant Manager, Transportation; Transportation. Grade 15.
Previous Position: Dispatcher; Transportation. Grade 836(union).
4.69% Annual Salary Increase to \$78,000; Effective 1/18/2016.

Todd Wood – Assistant Manager, Rail Transportation; Transportation. Grade 15.
Previous Position: Rail Controller; Transportation. Grade 538 (union).
3.01% Annual Salary Increase to \$82,162; Effective 1/3/2016.

b. MAC Program

110 Non Union employees, grade 15 – 24 received a MAC salary increase. The average increase was 1.41%, with the lowest percent being 1.0% and highest percent being 2.9%; the lowest increase amount was \$627 and highest increase amount was \$3,231.

c. Market Adjustments (not part of MAC Program)

Lori Baker – Director, Financial Services; Finance. Grade 21.
1.62% Annual Salary Increase to \$137,669; Effective 1/3/2016.

¹ Grade 15 has a midpoint of \$90,344 and is generally considered a department manager level.

d. New Hires

Joshua Boyd – Web Application Software Engineer; Information Technology.
Grade 16. Starting Annual Salary: \$88,218. Start Date 1/31/15.

John Gardner – Director, Diversity & Transit Equity; Public Affairs.
Grade 17. Starting Annual Salary: \$113,000. Start Date: 11/16/2015.

Doug Kelsey – Chief Operating Officer; General Manager Office.
Grade 26. Starting Annual Salary: \$208,000. Start Date: 11/30/15.

Keith Lim – Manager, Oracle Technology; Information Technology.
Grade 19. Starting Annual Salary: \$138,000. Start Date 12/31/2015.

e. Separations

Christopher Aguon – Engineer III, Environmental Permits; Capital Projects
Grade 15. Ending Annual Salary: \$89,440. Last Day: 1/15/2016; Resigned. Length of Service: 5 yrs.

Robert Banks – Electrical Engineer, Signals & Train Control; Capital Projects
Grade 20. Ending Annual Salary: \$114,160. Last Day: 1/29/2016; End of Project. Length of Service: 30 yrs.

Carl Bean – Engineer IV, Resident; Capital Projects.
Grade 16. Ending Annual Salary: \$85,757. Last Day: 1/29/2016; End of Project. Length of Service: 4 yrs.

Simon Cooper – Engineer V; Capital Projects.
Grade 17. Ending Annual Salary: \$122,738. Last Day: 1/29/2016; End of Project. Length of Service: 16 yrs.

Jim Lewinson – Systems Engineer III, Linux Server; Information Technology.
Grade 15. Ending Annual Salary: \$99,523. Last Day: 1/29/2016; Separation. Length of Service: 3.5 yrs.

Robert Nelson – Interim Deputy General Manager; General Managers Office.
Grade 26. Ending Annual Salary: \$200,850. Last Day: 12/31/2015; Resigned. Length of Service: 3 yrs.

David Trimble – Director, Transportation Programs; Transportation.
Grade 18. Ending Annual Salary: \$118,572. Last Day: 1/18/2016; Resigned. Length of Service: 4 yrs.

2016 Annualized Turnover Summary – please refer to the January 2016 summary below and for a 2015 comparison, please refer to the attached annualized report.

2016									Year Over Year Comparison		
Month	Ending Headcount for Month*	Retirements	Resignations	Other Separations	Total Separations	Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover		2016	2015
Jan	412	0	4	7	11	412	2.67%	32.04%	Jan	32.04%	17.10%

f. OTHER PERSONNEL ACTIONS

- All actions are within the current budget appropriation.
- a. Total Union Employee Salary Step Increases: 530
- b. Total Union Positions Filled: 92
 - 1) Part-time Operators: 56
 - 2) Full-time Operators: 0
 - 3) Union - Other: 36
- c. Total Non-Union Positions Filled: 13 Full-time, 0 Part-time

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.

Trimet Non-Union TURNOVER REPORT

2016										
Month	Ending Headcount for Month*	Retirements	Resignations	Other Separations	Total Separations	Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover	Year Over Year Comparison	
Jan	412	0	4	7	11	412	2.67%	32.04%	Jan	32.04%
Feb						412	2.67%	32.04%	Feb	17.10%
Mar						412	2.67%	32.04%	Mar	15.70%
Apr						412	2.67%	32.04%	Apr	15.19%
May						412	2.67%	32.04%	May	14.20%
Jun						412	2.67%	32.04%	Jun	14.20%
Jul						412	2.67%	32.04%	Jul	14.21%
Aug						412	2.67%	32.04%	Aug	13.79%
Sep						412	2.67%	32.04%	Sep	13.83%
Oct						412	2.67%	32.04%	Oct	13.88%
Nov						412	2.67%	32.04%	Nov	13.92%
Dec						412	2.67%	32.04%	Dec	13.95%
Total		0	4	7	11					13.49%

*Note: Data includes separations of all regular full-time, regular part-time for non-union

