


Date: September 28th, 2016
To: TriMet Board of Directors
From: Neil McFarlane, General Manager 
Subject: **General Manager Personnel Action Report**
May 16th, 2016 to August 15th, 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 higher)¹

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

a. Promotions

Leann Caver – Assistant Manager, Operations Command Center; Transportation. Grade 15.
Previous Position: Dispatcher; Operations. Grade 0836 (Union).
3.62% Annual Salary Increase to \$77,200; Effective 7/11/2016.

Celeo Guifarro – Sr. ITS Software Systems Eng Arch IV – CAD/AVL; Information Technology. Grade 17.
Previous Position: ITS Software Systems Engineer III - Rail; Information Technology. Grade 16.
9.53% Annual Salary Increase to \$95,720; Effective 5/23/2016.
(Thereafter, 3.00% Merit Increase to \$98,591; Effective 8/14/2016)

Grant Humphries – Software Developer; Information Technology. Grade 15
Previous Position: Analyst, GIS Data; Public Affairs. Grade 12.
14.32% Annual Salary Increase to \$70,000; Effective 7/11/2016
(Thereafter, 3.32% Merit Increase & 1.17% Market Increase to \$73,153; Effective 8/14/2016)

Wendy Lotman – Manager, Operations Command Center; Transportation. Grade 16.
Previous Position: Assistant Manager, Operations Command Center; Transportation. Grade 15.
5.90% Annual Salary Increase to \$96,500; Effective 6/19/2016.
(Thereafter, 3.41% Merit Increase & .58% Market Increase to \$100,357; Effective 8/14/2016)

Paige Schlupp – Manager, Guideway; Capital Projects. Grade 16.
Previous Position: Project Manager, CP Construction; Capital Projects. Grade 15.
3.98% Annual Salary Increase to \$88,000; Effective 5/23/2016.
(Thereafter, 2.18% Merit Increase & 9.09% Market Increase to \$97,923; Effective 8/14/2016)

Steven Witter – Executive Director, Capital Projects & Construction; Capital Projects. Grade 24.
Previous Position: Program Manager; Capital Projects. Grade 17.
50.17% Annual Salary Increase to \$175,000; Effective 6/1/2016.
(Thereafter, 1.83% Merit Increase to \$178,212; Effective 8/14/2016)

¹ Grade 15 has a midpoint of \$92,151 and is generally considered a department manager level.

b. Annual Salary Program (includes Merit, Market and Promotions)

For all 414 non-Union employees, the average base salary increase was 2.88%.
The salary actions were effective August 14, 2016.

c. New Hires

Margo Moore – Director, Accessible Transportation Programs; Transportation.
Grade 18. Starting Annual Salary: \$102,500. Start Date 8/8/2016.

Christopher Rogers – Systems Engineer II - CCTV; Information Technology.
Grade 15. Starting Annual Salary: \$70,000. Start Date 8/15/2016.

Michael Shin – Deputy General Counsel; Legal.
Grade 19. Starting Annual Salary: \$115,000. Start Date 7/18/2016.

Bonnie Waters – Analyst, Senior, HRIS; Labor Relations & Human Resources.
Grade 16. Starting Annual Salary: \$114,000. Start Date 7/6/2016.

d. Adder Pay

Cynthia Deibert – Assistant Manager, Transportation Training, Transportation; Grade 14.
8% Annual Salary Increase to \$84,251; Effective 7/6/2016.

e. Separations (Does not include employees still active in the payroll system even though they are no longer actively working.)

Robert Bartels – Manager, Powell-Division; Capital Projects.
Grade 17. Ending Annual Salary: \$96,710. Last Day: 7/11/2016; Resigned. Length of Service: 9 yrs.

Alan Beane – Engineer III-Office Engineer; Capital Projects.
Grade 15. Ending Annual Salary: \$80,621. Last Day: 6/30/2016; End of Project. Length of Service: 5 yrs.

James Cannon – Engineer IV Communications; Capital Projects.
Grade 18. Ending Annual Salary: \$99,903. Last Day: 6/30/2016; Retirement. Length of Service: 21 yrs.

John Free – Manager, Workers Compensation & Liability Claims; Finance & Administration.
Grade 15. Ending Annual Salary: \$94,792. Last Day: 7/4/2016; Retirement. Length of Service: 38 yrs.

Helen Goebel – Deputy General Counsel, Senior; Legal.
Grade 20. Ending Annual Salary: \$140,000. Last Day: 6/30/2016; Retirement. Length of Service: 35 yrs.

Marc Guichard – Project Manager, CP Construction; Capital Projects.
Grade 15. Ending Annual Salary: \$70,528. Last Day: 7/26/2016; Resigned. Length of Service: 6 yrs.

Allen Morgan – Manager, Bus Operator Training; Safety & Security.
Grade 15. Ending Annual Salary: \$94,781. Last Day: 7/5/2016; Retirement. Length of Service: 42 yrs.

James (Andrew) Rank – Analyst, Senior HRIS; Labor Relations & Human Resources.
Grade 16. Ending Annual Salary: \$84,665. Last Day: 7/8/2016; Resigned. Length of Service: 4 yrs.

Rockchild Scott – Director, Facilities Management; Maintenance.
Grade 19. Ending Annual Salary: \$121,614. Last Day: 8/15/2016; Retirement. Length of Service: 41 yrs.

Michael Streifel – Oracle Applications DBA; Information Technology.
Grade 17. Ending Annual Salary: \$125,097. Last Day: 6/1/2016; Resigned. Length of Service: 10 yrs.

John Swiecick – Engineer IV Communications; Capital Projects.
Grade 20. Ending Annual Salary: \$140,855. Last Day: 6/30/2016; Retirement. Length of Service: 15 yrs.

f. Other Personnel Actions

- All actions are within the current budget appropriation.
- a. Total Union Employee Salary Step Increases: 444
- b. Total Union Positions Filled: 100
- 1) Part-time Operators: 76
 - 2) Full-time Operators: 0
 - 3) Union - Other: 24
- c. Total Non-Union Positions Filled: 16 Full-time, 14 Part-time 2

II. 2016 ANNUALIZED NON UNION TURNOVER SUMMARY

Please refer to the attached 2016 Non Union Turnover Summary Report for year to date information and 2016 & 2015 comparison.

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											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%	32.04%	17.10%		
Feb	412	0	4	0	4	412	3.64%	21.84%	21.84%	15.70%		
Mar	415	1	0	0	1	413	3.87%	15.50%	15.50%	15.19%		
Apr	418	2	0	1	3	414	4.59%	13.76%	13.76%	14.20%		
May	424	0	0	0	0	416	4.57%	10.96%	10.96%	14.20%		
Jun	421	3	2	2	7	417	6.24%	12.47%	12.47%	14.21%		
Jul	425	2	4	0	6	418	7.65%	13.12%	13.12%	13.79%		
Aug	427	1	2	0	3	419	8.35%	12.52%	12.52%	13.83%		
Sep										13.88%		
Oct										13.92%		
Nov										13.95%		
Dec										13.49%		
Total		9	16	10	35							

*Note: Data includes separations of all regular full-time, regular part-time for non-union
Does not include employees still active in the payroll system even though they are no longer actively working.