

Date: June 22nd, 2016
To: TriMet Board of Directors
From: Neil McFarlane, General Manager
Subject: ***General Manager Personnel Action Report***
February 17, 2016 to May 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

Craig Black – Specialist, Senior System Safety; Safety & Security. Grade 15.
Previous Position: Specialist, System Safety; Safety & Security. Grade 13.
7.11% Annual Salary Increase to \$80,000; Effective 3/21/2016.

Daniel Blair – Director, Rail Equipment Maintenance; Maintenance. Grade 18.
Previous Position: Manager, Rail Equipment Maintenance; Maintenance. Grade 16.
7.50% Annual Salary Increase to \$107,500; Effective 3/13/2016.

John Fall – Senior Manager, Community Affairs & Communications; Capital Projects. Grade 16
Previous Position: Manager, Project Communications; Capital Projects. Grade 15.
10.10% Annual Salary Increase to \$95,870; Effective 5/2/2016.

Robert Seeley – Director, Bus Maintenance; Maintenance. Grade 19.
Previous Position: Senior Manager, Maintenance; Maintenance. Grade 18.
11% Annual Salary Increase to \$119,444; Effective 3/13/2016.

b. Market Adjustments

Lori Baker – Director, Financial Services; Finance. Grade 21.
1.80% Annual Salary Increase to \$140,144; Effective 4/11/2016.

Craig Black – Specialist, Senior System Safety; Safety & Security. Grade 15.
7.19% Annual Salary Increase to \$85,750; Effective 4/24/2016.

Paul Hess – Oracle Applications DBA; Information Technology. Grade 17.
4.96% Annual Salary Increase to \$115,000; Effective 3/14/2016.

Jay Jackson – Director, Operations Command Center & Field; Operations. Grade 18.
4.86% Annual Salary Increase to \$110,000; Effective 3/14/2016.

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

Donald McInnis – Manager, Fare Equipment Maintenance; Maintenance. Grade 15.
2.77% Annual Salary Increase to \$89,148; Effective 4/11/2016.

Lester Spitler – Manager, Contracts; Finance. Grade 17.
2.62% Annual Salary Increase to \$93,975; Effective 4/11/2016.

Nancy Young – Director, Budget & Grants; Finance. Grade 21.
1.22% Annual Salary Increase to \$148,301; Effective 4/11/2016.

c. Adder Pay (Temporary Adjustment)

Denis Van Dyke – Interim Director, Transportation; Transportation. Grade 20.
15.09% Annual Salary Increase to \$118,500; Effective 3/14/2016.

d. New Hires

Katie MacKinnon – Building/Arch Project Delivery Lead; Capital Projects.
Grade 15. Starting Annual Salary: \$75,000. Start Date 4/1/2016.

Alexander Ubiadas – Manager, Security and Emergency Management; Safety & Security.
Grade 15. Starting Annual Salary: \$83,000. Start Date 5/12/2016.

Andrew Wilson – Manager, Insurance Programs; Finance.
Grade 17. Starting Annual Salary: \$110,000. Start Date 4/11/2016.

e. Separations

Jeffrey Brock – Software Engineer – Web Applications; Information Technology
Grade 16. Ending Annual Salary: \$102,000. Last Day: 2/26/2016; Resigned. Length of Service: .43 yrs.

Mary Priester – Manager, Public Arts Program; Capital Projects
Grade 15. Ending Annual Salary: \$67,275. Last Day: 3/31/2016; Retirement. Length of Service: 21 yrs.

Anthony Roberts – Specialist, Senior System Safety; Safety & Security.
Grade 15. Ending Annual Salary: \$82,584. Last Day: 4/29/2016; 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: 470
- b. Total Union Positions Filled: 66
 - 1) Part-time Operators: 64
 - 2) Full-time Operators: 0
 - 3) Union - Other: 2
- c. Total Non-Union Positions Filled: 3 Full-time, 0 Part-time

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 Annualized 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										14.20%	
Jun										14.21%	
Jul										13.79%	
Aug										13.83%	
Sep										13.88%	
Oct										13.92%	
Nov										13.95%	
Dec										13.49%	
Total		3	8	8	19						

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