

**Date:** March 27, 2019  
**To:** TriMet Board of Directors  
**From:** Doug Kelsey, General Manager  
**Subject:** *General Manager Personnel Action Report  
November 16, 2018 – February 15, 2019*

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)<sup>1</sup>**

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

**a. Promotions**

Thomas James Boyd – Software Engineer, Senior. Information Technology. Grade 18.  
Previous Position: Systems Engineer, Senior. Information Technology. Grade 16.  
1.98% Annual Salary Increase to \$101,193; effective 12/17/2018.

Zachary A Cooper – Manager, Contracts. Finance. Grade 16.  
Previous Position: Administrator III, Contracts. Finance. Grade 13.  
12.72% Annual Salary Increase to \$86,000; effective 12/03/2018.

John Gardner – Director, Transit Equity, Inclusion, and Community Affairs. General Manager. Grade 20.  
Previous Position: Director, Transit Equity, Inclusion, and Community Affairs. General Manager. Grade 17.  
13.53% Annual Salary Increase to \$123,411; effective 12/03/2018.

Scott Robertson – Manager, Design-Southwest Corridor. Engineering & Construction. Grade 19.  
Previous Position: Manager, Stations. Engineering & Construction. Grade 17.  
12.35% Annual Salary Increase to \$104,143; effective 01/02/2019.

**b. Market Adjustments**

Lora A Francis – Manager, Scheduling Systems & Production. Transportation. Grade 15.  
1.00% Annual Salary Increase to \$92,526; effective 12/03/2018.

Brian Siegel – Manager, Bus & Rail Operations (Schedule Making, Systems, & Production). Grade 16.  
Transportation.  
1.41% Increase Annual Salary Increase to \$94,304; effective 12/03/2018.

**c. New Hires**

Fiona Cundy – Project Manager, Engineering & Construction. Engineering & Construction.  
Grade 15. Starting Annual Salary: \$85,178. Start Date 11/19/2018.

<sup>1</sup> Grade 15 has a midpoint of \$95,874 and is generally considered a department manager level.

Zachariah T Drilevich – Engineering & Construction. Engineering & Construction.  
Grade 15. Starting Annual Salary: \$88,000. Start Date 12/31/2018.

Derek M Fisher – Systems Engineer, Senior. Information Technology.  
Grade 16. Starting Annual Salary: \$107,000. Start Date 02/11/2019.

Roger W Hill – Systems Engineer (ATP). Information Technology.  
Grade 16. Starting Annual Salary: \$113,814. Start Date 12/03/2018.

Srinivas Koka – Oracle Developer. Information Technology.  
Grade 17. Starting Annual Salary: \$111,211. Start Date 02/12/2019.

Minh T Le – Analyst, Senior, HRIS. Labor Relations & Human Resources.  
Grade 16. Starting Annual Salary: \$107,546. Start Date 11/21/2018.

Christal R Morrow – Assistant Manager, Bus Operations (Transportation). Transportation.  
Grade 15. Starting Annual Salary: \$89,000. Start Date 11/19/2018.

Michael V Pelham – Assistant Manager, Bus and Rail Operations (FO). Operations.  
Grade 15. Starting Annual Salary: \$83,000. Start Date 12/17/2018.

Thomas William Prill – Software Engineer, Senior. Information Technology.  
Grade 18. Starting Annual Salary: \$120,000. Start Date 01/14/2019.

**d. Temporary Adder Pay**

Corey Edmonds – Representative, Sr, Labor Relations. Labor Relations & Human Resources. Grade 15.  
8.00% Temporary Annual Salary Increase to \$102,076; effective 12/03/2018.

Danielle C Huck – Deputy General Counsel. Legal. Grade 18.  
5.96% Temporary Annual Salary Increase to \$106,718; effective 01/02/2019.

Michael S Shin – Deputy General Counsel, Senior. Legal. Grade 20.  
4.48% Temporary Annual Salary Increase to \$134,000; effective 01/02/2019

**e. Separations<sup>2</sup>**

Maurice A Henderson II – Chief Operating Officer. General Manager.  
Grade 26. Ending Annual Salary: \$204,498. Last Day: 02/12/2019. Resigned. Length of Service: 6 months.

Bruce S Miehe – Systems Engineer (ATP). Information Technology.  
Grade 16. Ending Annual Salary: \$100,180. Last Day: 01/02/2019. Retirement. Length of Service: 18 yrs.

Lauren B Parker – Manager, Marketing & Outreach Services. Public Affairs.  
Grade 15. Ending Annual Salary: \$96,524. Last Day: 12/01/2018. Resigned. Length of Service: 3 yrs.

Randy M Stedman – Executive Director, Labor Relations & Human Resources. Labor Relations & Human Resources.  
Grade 25. Ending Annual Salary: \$226,209. Last Day: 12/02/2018. Retirement. Length of Service: 7 yrs.

<sup>2</sup> Does not include employees still active in the payroll system even though they are no longer actively working.

Lao P Vang – Director, Security & Emergency Management. Safety & Security.  
Grade 19. Ending Annual Salary: \$131,194. Last Day: 01/24/2019. Resigned. Length of Service: 3 months.

**f. Other Personnel Actions**

- All actions are within the current budget appropriation.
- a. Total Union Employee Salary Step Increases: 457
- b. Total Union Positions Filled: 109
  - 1) Part-time Operators: 76
  - 2) Full-time Operators: 0
  - 3) Union - Other: 33
- c. Total Non-Union Positions Filled: 24 Full-time and 0 Part-time

**II. 2019 ANNUALIZED NON UNION TURNOVER SUMMARY**

Please refer to the attached 2019 Non Union Turnover Summary Report for year to date information and 2018 for 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**

Month	Ending Headcount for Month*	2018				Total Separations	Without Retirements		Total Separations	
		Resignations	Other Separations	Sub-Total WITHOUT Retirements	Retirements		Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover	Cumulative YTD Turnover
Jan	501	1	0	1	1	501	0.20%	2.40%	0.40%	4.79%
<b>Total</b>	<b>501</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>					

	Prior Year Comparison			
	Without Retirements		Total Separations	
	2017 (Cumulative YTD)	2017 Projected Year End	2017 (Cumulative YTD)	2017 Projected Year End
Jan	1.59%	19.05%	2.04%	24.49%
Feb	1.59%	9.50%	2.49%	14.93%
Mar	2.48%	9.93%	3.84%	15.35%
Apr	2.69%	8.07%	4.26%	12.78%
May	3.35%	8.04%	4.91%	11.79%
Jun	4.91%	9.82%	7.37%	14.73%
Jul	5.12%	8.78%	7.57%	12.97%
Aug	5.10%	7.65%	7.76%	11.65%
Sep	6.42%	8.56%	9.29%	12.39%
Oct	7.28%	8.74%	10.15%	12.19%
Nov	7.70%	8.41%	10.57%	11.53%
Dec	8.78%	8.78%	11.63%	11.63%

\*Note: Data includes separations of all regular full-time, regular part-time for non-union. (Does NOT include limited term or temporary position terminations/separations. For this reason, totals may differ from those on the HR Employment Data report.