Date: September 24, 2014
To: TriMet Board of Directors
From: Neil McFarlane, General Manager
Subject: General Manager Personnel Action Report

May 16, 2014 through August 15, 2014

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)

All actions are within the current budget appropriation.

a. Promotions

There were no promotions of Grade 15 or higher employees in the third quarter.

b. Merit Program

For the 167 employees in Grades 15 – 26, the average base salary increase was 2.75%. Merit program actions were effective July 6, 2014.

c. New Hires

Jayme Blakesley – Director, Real Property Capital Projects: Grade 20, starting annual salary: $145,000 Effective 7/7/14
Sam Marra – Exec Dir Maintenance Ops Bus Maintenance Administration: Grade 22, starting annual salary: $165,000 Effective 7/8/14
Celeo Guifarro – Software Systems Engineer III – Rail Information Technology: Grade 16, starting annual salary: $80,000 Effective 7/28/14
Ian Melroy – Network Communications Engineer III Information Technology: Grade 15, starting annual salary: $95,000 Effective 8/1/14
Dee Brookshire – Exec Dir Finance & Administration Finance Administration: Grade 26, starting annual salary: $185,000 Effective 8/18/14

d. Separations

Jillian Detweiler - Director, Real Property Capital Projects: Grade 18, ending annual salary: $109,542 Effective 6/20/14, resigned.

Grade 15 has a midpoint of $88,572 and is generally considered a department manager level.
Thomas Nielsen - Director, Maintenance
Bus Maintenance Administration: Grade 19, ending annual salary: $120,200
Effective 6/27/14, retired.

Robert Johnson - Manager, Maintenance
Bus Maintenance Merlo: Grade 16, ending annual salary: $94,237
Effective 6/28/14, retired.

Claudia Steinberg - Manager, Community Affairs
Capital Projects: Grade 15, ending annual salary: $90,371
Effective 6/30/14, retired.

II. OTHER PERSONNEL ACTIONS
All actions are within the current budget appropriation.

a. Total Union Employee Salary Step Increases: 394
b. Total Union Positions Filled: 99
   i. Part-time Operators: 73
   ii. Full-time Operators: 0
   iii. Union - Other: 26 (Service Workers)
c. Total Non-Union Positions Filled: 15 Full-time, 1 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.