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)*

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

a. Promotions

15.67% Annual Salary Increase to $92,822; effective 11/21/2016.

Toshi Forrest — Manager, Fare Revenue Systems Finance & Administration. Grade 15.
3.42% Annual Salary Increase to $90,798; effective 1/29/2017.

Michael Kiser — Manager, Division Street Project. Capital Projects. Grade 17.
13.70% Annual Salary Increase to $90,000; effective 12/5/2016.

Michael Shin — Deputy General Counsel, Senior. Legal. Grade 20.
Previous Position: Deputy General Counsel. Legal. Grade 19.
3.13% Annual Salary Increase to $118,600; effective 1/2/2017.

Kimarie Webber — Assistant Manager, Transportation. Transportation. Grade 15.
14.86% Annual Salary Increase to $75,000; effective 1/3/2017.

b. Market Adjustment

Denis Van Dyke — Director, Transportation Training. Safety & Security. Grade 18
17.54% Annual Salary Increase to $121,027; effective 1/2/2017.

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


d. Adder Pay

Mark Poulson – Interim Manager, Transportation. Transportation; Grade 16. 10% Temporary Annual Salary Increase to $91,493; effective 12/19/2016.

Robert Romo – Interim Manager, Rail Operations. Transportation; Grade 16. 5% Temporary Annual Salary Increase to $98,829; effective 12/19/2016.

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


f. **MAC Salary Increases (Move Ahead Compensation Program)**

95 non-union employees in grade 15 – 21 received a MAC salary increase. The average increase was 1.96%, with the lowest percent being .97% and highest percent being 4.16%; the lowest increase amount was $1,000 and highest increase amount was $3,425.

**g. Other Personnel Actions**

- All actions are within the current budget appropriation.

  a. **Total Union Employee Salary Step Increases:** 498  
  b. **Total Union PositionsFilled:** 65  
     1) **Part-time Operators:** 60  
     2) **Full-time Operators:** 0  
     3) **Union - Other:** 5  
  c. **Total Non-Union Positions Filled:** 24 Full-time

**II. 2017 ANNUALIZED NON UNION TURNOVER SUMMARY**

Please refer to the attached 2017 Non Union Turnover Summary Report for year to date information and 2016 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.
<table>
<thead>
<tr>
<th>Month</th>
<th>Ending Headcount for Month</th>
<th>Resignations</th>
<th>Other Separations</th>
<th>Retirements</th>
<th>Total Separations</th>
<th>Average Headcount</th>
<th>Cumulative YTD Turnover</th>
<th>Projected Year End Turnover</th>
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<tbody>
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<td>Jan</td>
<td>2920</td>
<td>8</td>
<td>1</td>
<td>11</td>
<td>20</td>
<td>2920</td>
<td>0.66%</td>
<td>8.22%</td>
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<td>2920</td>
<td>10</td>
<td>7</td>
<td>8</td>
<td>25</td>
<td>2920</td>
<td>1.54%</td>
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<td>Total</td>
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*Note: Data includes separations of all regular full-time, regular part-time both union and non-union