


Date: September 8, 2017
To: TriMet Board of Directors
From: Neil McFarlane, General Manager 
Subject: **General Manager Personnel Action Report
May 16, 2017 – August 15, 2017**

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

Jason Anderson – Senior Project Manager, CP Construction. Capital Projects. Grade 17.
Previous Position: Project Manager, CP Construction. Capital Projects. Grade 15.
21.11% Annual Salary Increase to \$94,900; effective 07/17/2017.

Lonnie Jones – Manager, Payroll. Finance. Grade 15.
Previous Position: Administrator, Pension and Retirement. Finance. Grade 12.
20.41% Annual Salary Increase to \$90,000; effective 06/19/2017.

Jennifer Lyman – Senior Project Manager, CP Construction. Capital Projects. Grade 17.
Previous Position: Project Manager, CP Construction. Capital Projects. Grade 15.
12.00% Annual Salary Increase to \$94,306; effective 07/17/2017.

Alan Lehto – Director, Business Planning and Asset Management. Operations. Grade 21.
Previous Position: Director Policy & Planning. Public Affairs. Grade 20.
11.43% Annual Salary Increase to \$155,000; effective 07/17/2017.

Sarah Touey – Project Manager, CP Construction. Capital Projects. Grade 15.
Previous Position: Engineer MOW Projects. Maintenance. Grade 14.
4.51% Annual Salary Increase to \$85,000; effective 08/07/2017.

Todd Wood – Manager, Rail Transportation & Streetcar. Transportation. Grade 16.
Previous Position: Assistant Manager Rail Transportation. Transportation. Grade 15.
6.40% Annual Salary Increase to \$90,000; effective 07/03/2017.

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

For all 404 Non-Union employees, the overall base salary increase was 2.95%.
The salary actions were effective August 13, 2017.

¹ Grade 15 has a midpoint of \$93,994 and is generally considered a department manager level.

c. Market Adjustment

Christopher Tucker – Director, Revenue Ops & Electronic Fare Operations. Grade 18. Finance. 7.03% Increase Annual Salary Increase to \$120,000.00; effective 07/24/2017.

c. New Hires

Kristina Babcock – Manager, Rail Operations. Transportation.
Grade 16. Starting Annual Salary: \$98,000. Start Date 07/03/2017

Samuel Whalen – Deputy General Counsel, Worker's Compensation. Legal.
Grade 18. Starting Annual Salary: \$90,000. Start Date 07/05/2017.

d. Temporary Adder Pay

Lora Francis – Manager Scheduling Systems & Production. Transportation. Grade 15.
7.97% Temporary Annual Salary Increase to \$94,010.78; effective 06/19/2017.

Michael Gilligan – Senior Software Engineer / Architect. Information Technology. Grade 18.
8.00% Temporary Annual Salary Increase to \$122,109.81; effective 07/17/2017.

Freya Gustafsson – Senior Software Engineer / Architect. Information Technology. Grade 18.
10.00% Temporary Annual Salary Increase to \$119,117.62; effective 07/17/2017.

Gregory Haley – Manager, Bus Maintenance. Maintenance. Grade 16.
10.00% Temporary Annual Salary Increase to \$116,751.31; effective 05/22/2017.

e. Separations²

Lori Baker – Director Financial Services. Finance.
Grade 21. Ending Annual Salary: \$143,032. Last Day: 07/04/2017. Resigned. Length of Service: 11 yrs.

Daniel Blocher – Exec. Dir., Capital Projects & Construction. Capital Projects.
Grade 24. Ending Annual Salary: \$189,439. Last Day: 06/01/2017. Retirement. Length of Service: 15 yrs.

Bruce Keeler – Sr. ITS Software Eng-Architect IV-Fare Collection. Information Technology.
Grade 17. Ending Annual Salary: \$86,600. Last Day: 07/11/17. Deceased. Length of Service: 11 yrs.

Wendy Lotman – Manager Operations Command Center. Transportation.
Grade 16. Ending Annual Salary: \$101,357. Last Day: 07/03/17. Resigned. Length of Service: 4 yrs.

Debra Maercklein – Manager Enterprise Systems. Information Technology.
Grade 18. Ending Annual Salary: \$120,201. Last Day: 06/19/17. Retirement. Length of Service: 39 yrs.

Eric Sarha – HR Business Partner. Labor Relations Human Resources.
Grade 17. Ending Annual Salary: \$110,369. Last Day: 06/22/17. Resigned. Length of Service: 2 yrs.

Patrick White – Assistant Manager Operations Command Center. Transportation.
Grade 15. Ending Annual Salary: \$82,058. Last Day: 06/02/17. Resigned. Length of Service: 4 yrs.

Ronald White – Network Communications Manager. Information Technology.
Grade 18. Ending Annual Salary: \$121,068. Last Day: 08/04/17. Retirement. Length of Service: 25 yrs.

Ken Zatarain – Director Service Delivery. Transportation.
Grade 18. Ending Annual Salary: \$122,846. Last Day: 05/29/17. Retirement. Length of Service: 37 yrs.

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

f. Other Personnel Actions

- All actions are within the current budget appropriation.
- a. Total Union Employee Salary Step Increases: 441
- b. Total Union Positions Filled: 61
 - 1) Part-time Operators: 45
 - 2) Full-time Operators: 16
 - 3) Union - Other: 0
- c. Total Non-Union Positions Filled: 20 Full-time and 0 Part-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.

TriMet Non-Union TURNOVER REPORT

Month	Ending Headcount for Month*	2017				Total Separations	Without Retirements		Total Separations	
		Resignations	Other Separations	Sub-Total WTHOUT Retirements	Retirements		Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover	Cumulative YTD Turnover
Jan	434	1	0	1	5	434	0.23%	2.76%	1.38%	16.59%
Feb	432	3	0	3	2	433	0.92%	5.54%	2.54%	15.24%
Mar	432	1	0	1	0	433	1.16%	4.62%	2.77%	11.09%
Apr	434	0	0	0	2	433	1.15%	3.46%	3.23%	9.70%
May	430	5	0	5	2	432	2.31%	5.55%	4.86%	11.66%
Jun	431	4	0	4	4	432	3.24%	6.48%	6.71%	13.42%
Jul	429	2	4	6	4	432	4.63%	7.94%	9.03%	15.49%
Aug	426	0	0	0	3	431	4.64%	6.86%	9.74%	14.62%
Sep				0						
Oct				0						
Nov				0						
Dec				0						
Total		16	4	20	22					

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

Year Over Year Comparison - Total Separations		
	2017	2016
Jan	16.59%	29.06%
Feb	15.24%	20.39%
Mar	11.09%	13.56%
Apr	9.70%	12.32%
May	11.66%	9.81%
Jun	13.42%	9.11%
Jul	15.49%	12.32%
Aug	14.62%	12.22%
Sep		11.49%
Oct		11.19%
Nov		10.94%
Dec		10.71%