


Date: December 14, 2016
To: TriMet Board of Directors
From: Neil McFarlane, General Manager 
Subject: **General Manager Personnel Action Report**
August 16, 2016 to November 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 higher)¹**
- All actions are within the current budget appropriation.
 - Actions listed in alphabetical order.

a. **Promotions**

Angela Burns-Brown – Director, Talent Management; Labor Relations & Human Resources. Grade 19.
Previous Position: HR Business Partner; Labor Relations & Human Resources. Grade 17.
3.08% Annual Salary Increase to \$124,000; effective 10/30/2016.

Cynthia Diebert – Manager, Bus Operator Training; Safety & Security. Grade 15.
Previous Position: Assistant Manager, Training; Training. Grade 14.
8% Annual Salary Increase to \$87,259; effective 10/30/2016.

Roland Henson – Manager, Training & Maintenance Quality Assurance; Maintenance. Grade 16.
Previous Position: Assistant Manager, Training & NRV Operations; Maintenance. Grade 15.
9.69% Annual Salary Increase to \$95,922; effective 9/7/2016.

Donald McInnis – Manager, Rail Equipment Maintenance; Maintenance. Grade 16.
Previous Position: Manager, Fare Equipment Maintenance; Finance & Administration. Grade 15.
1.62% Annual Salary Increase to \$94,222; effective 10/10/2016.

Michael Rushfeldt – Manager, Purchasing; Finance & Administration. Grade 16.
Previous Position: Buyer, Senior; Finance & Administration. Grade 373 (union).
23.1% Annual Salary Increase to \$90,000; effective 10/12/2016.

Lester Spittler – Director, Procurement & Contracts; Finance & Administration. Grade 19.
Previous Position: Manager, Contracts; Finance & Administration. Grade 17.
10.12% Annual Salary Increase to \$108,000; effective 8/29/2016.

Shawnese Williams – Assistant Manager, Transportation; Transportation. Grade 15.
Previous Position: Road Supervisor; Transportation. Grade 834 (union).
3.64% Annual Salary Increase to \$77,215; effective 10/10/2016.

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

b. New Hires

Edmond Bennett – Manager, Bus Maintenance; Maintenance.
Grade 16. Starting Annual Salary: \$99,000. Start Date 10/3/2016.

Justin Dillon – Assistant Manager, Operations Command Center; Operations.
Grade 15. Starting Annual Salary: \$69,113. Start Date 8/22/2016.

Anthony Fuller – Director, Operations Command Center; Operations.
Grade 18. Starting Annual Salary: \$115,000. Start Date 9/19/2016.

Kim Kolin – Assistant Manager, Transportation; Transportation.
Grade 15. Starting Annual Salary: \$79,941. Start Date 11/7/2016.

Jeff Ozvold – Software Systems Engineer III - Rail; Information Technology.
Grade 16. Starting Annual Salary: \$100,000. Start Date 9/30/2016.

David Sauter – Project Manager, CP Construction; Capital Projects.
Grade 15. Starting Annual Salary: \$90,000. Start Date 9/06/2016.

c. Adder Pay

Kimberly Sewell – Director, Legal Services; Legal; Grade 22.
3.05% Temporary Annual Salary Increase to \$169,136; effective 9/12/2016.

Gregory Skillman – Deputy General Counsel, Senior; Legal; Grade 20.
3.75% Temporary Annual Salary Increase to \$138,181; effective 9/12/2016.

Erik VanHagen – Deputy General Counsel, Senior; Legal; Grade 20.
3.74% Temporary Annual Salary Increase to \$138,844; effective 9/12/2016.

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

Mark Grove – Manager, REM Training & Engineering; Maintenance.
Grade 16. Ending Annual Salary: \$103,137. Last Day: 9/06/2016. Retirement. Length of Service: 33 yrs.

Ron Imondi – Manager, Purchasing; Finance & Administration.
Grade 17. Ending Annual Salary: \$100,977. Last Day: 10/07/2016. Retirement. Length of Service: 29 yrs.

Sandra Vinci – Director, Business Initiatives; Finance & Administration.
Grade 17. Ending Annual Salary: \$115,290. Last Day: 9/30/2016. Retirement. Length of Service: 31 yrs.

e. Other Personnel Actions

- All actions are within the current budget appropriation.

a. Total Union Employee Salary Step Increases: 437

b. Total Union Positions Filled: 103

1) Part-time Operators: 77

2) Full-time Operators: 0

3) Union - Other: 26

c. Total Non-Union Positions Filled: 14 Full-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 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 | 2808 | 4 | 8 | 14 | 28 | 2808 | 0.93% | 11.11% | 11.11% | 10.21% | | | |
| Feb | 2809 | 8 | 13 | 2 | 23 | 2809 | 1.74% | 10.47% | 10.47% | 9.32% | | | |
| Mar | 2820 | 6 | 4 | 4 | 14 | 2812 | 2.24% | 8.96% | 8.96% | 8.39% | | | |
| Apr | 2826 | 11 | 8 | 3 | 22 | 2816 | 3.02% | 9.06% | 9.06% | 8.48% | | | |
| May | 2819 | 11 | 5 | 5 | 21 | 2816 | 3.76% | 9.03% | 9.03% | 8.01% | | | |
| Jun | 2825 | 14 | 9 | 5 | 28 | 2818 | 4.76% | 9.51% | 9.51% | 8.48% | | | |
| Jul | 2833 | 12 | 9 | 1 | 22 | 2820 | 5.53% | 9.48% | 9.48% | 9.01% | | | |
| Aug | 2875 | 5 | 11 | 6 | 22 | 2827 | 6.30% | 9.45% | 9.45% | 9.51% | | | |
| Sep | 2889 | 8 | 11 | 10 | 29 | 2834 | 7.30% | 9.74% | 9.74% | 9.31% | | | |
| Oct | 2897 | 10 | 7 | 4 | 21 | 2840 | 8.03% | 9.63% | 9.63% | 9.51% | | | |
| Nov | 2906 | 7 | 5 | 8 | 20 | 2846 | 8.71% | 9.51% | 9.51% | 9.46% | | | |
| Dec | | | | | | | | | | | | | |
| Total | | 96 | 90 | 62 | 248 | | | | | 9.52% | | | |

*Note: Data includes separations of all regular full-time, regular part-time both union and non-union
Does not include employees still active in the payroll system even though they are no longer actively working.