


Date: March 22, 2017
To: TriMet Board of Directors
From: Neil McFarlane, General Manager 
Subject: **General Manager Personnel Action Report**
November 16, 2016 to February 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

Roberta Altstadt – Manager, Media Relations & Communications. Public Affairs. Grade 16.
Previous Position: Public Information Officer. Public Affairs. Grade 13.
15.67% Annual Salary Increase to \$92,822; effective 11/21/2016.

Toshi Forrest – Manager, Fare Revenue Systems Finance & Administration. Grade 15.
Previous Position: Analyst, Fare Systems. Finance. Grade 14.
3.42% Annual Salary Increase to \$90,798; effective 1/29/2017.

Michael Kiser – Manager, Division Street Project. Capital Projects. Grade 17.
Previous Position: Project Manager, CP Construction. Capital Projects. Grade 15.
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.
Previous Position: Analyst, Operations. Operations. Grade 13.
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
Previous Position: Interim, Director, Transportation. Transportation. Grade 20.
17.54% Annual Salary Increase to \$121,027; effective 1/2/2017.

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

c. New Hires

Christina Cappelletti – Oracle Applications, DBA. IT.
Grade 17. Starting Annual Salary: \$122,000. Start Date 1/3/2017.

Eileen Mastel Collins – Manager, Lift Service Delivery. Transportation.
Grade 16. Starting Annual Salary: \$89,450. Start Date 12/12/2016.

Cara Fitzpatrick – Director, Financial Services. Finance & Administration.
Grade 21. Starting Annual Salary: \$136,000. Start Date 1/5/2017.

Patrick Preusser – Executive Director, Transportation. Transportation.
Grade 23. Starting Annual Salary: \$182,500. Start Date 12/26/2016.

Brett Rogers – Director, Facilities Management. Maintenance.
Grade 19. Starting Annual Salary: \$139,000. Start Date 12/5/2016.

Danielle Tamcsin – Deputy General Counsel. Legal.
Grade 19. Starting Annual Salary: \$90,035. Start Date 11/21/2016.

Rebecca Tangen – Manager, Contracts. Finance & Administration.
Grade 16. Starting Annual Salary: \$100,000. Start Date 12/19/2016.

James Udey – Manager, Field Equipment Maintenance. Finance & Administration.
Grade 16. Starting Annual Salary: \$86,000. Start Date 2/6/2017.

Michelle Veri – Building Architect Project Delivery Lead. Capital Projects.
Grade 15. Starting Annual Salary: \$78,000. Start Date 11/28/2016.

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.)

Marilyn Becklund – Director, Community Affairs. Public Affairs.
Grade 19. Ending Annual Salary: \$127,151. Last Day: 1/27/2017. Retirement. Length of Service: 24 yrs.

Susan Florentino – Manager, Lift Service Delivery. Transportation.
Grade 16. Ending Annual Salary: \$96,770. Last Day: 1/10/2017. Retirement. Length of Service: 17 yrs.

Christine Stevens – Senior Manager, Labor Relations. Labor Relations & Human Resources.
Grade 17. Ending Annual Salary: \$103,142. Last Day: 12/30/2016. Retirement. Length of Service: 12 yrs.

Mary Streifel – Oracle Applications DBA. IT.
Grade 17. Ending Annual Salary: \$129,507. Last Day: 12/14/2016. Resigned. Length of Service: 16 yrs.

Wendy White – Assistant Manager, Transportation; Transportation.
Grade 15. Ending Annual Salary: \$79,558. Last Day: 1/11/2017. Retirement. Length of Service: 23 yrs.

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 Positions Filled: 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.

TriMet TURNOVER REPORT

2017										Total Separations		
Month	Ending Headcount for Month*	Resignations	Other Separations	Retirements	Total Separations	Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover	Year Over Year Comparison - TOTAL SEPARATIONS			
									2017	2016		
Jan	2920	8	1	11	20	2920	0.68%	8.22%	8.22%	11.11%		
Feb	2920	10	7	8	25	2920	1.54%	9.25%	9.25%	10.47%		
Mar					0					8.96%		
Apr					0					9.06%		
May					0					9.03%		
Jun					0					9.51%		
Jul					0					9.48%		
Aug					0					9.45%		
Sep					0					9.74%		
Oct					0					9.63%		
Nov					0					9.51%		
Dec					0					9.19%		
Total		18	8		26							

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