


**Date:** September 26, 2018  
**To:** TriMet Board of Directors  
**From:** Doug Kelsey, General Manager  
**Subject:** *General Manager Personnel Action Report  
May 16, 2018 – August 15, 2018*



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)<sup>1</sup>**

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

**a. Promotions**

Jon D. Bell – Senior Manager, Customer Information. Public Affairs. Grade 16.  
Previous Position: Manager, Customer Service. Public Affairs. Grade 13.  
18.27% Annual Salary Increase to \$81,816; effective 07/16/2018.

Nelson P. Hickman – Systems, Engineer, Senior. Information Technology. Grade 18.  
Previous Position: Manager, Rail Operations (Transportation). Transportation. Grade 16.  
15.99% Annual Salary Increase to \$98,599; effective 08/11/2018.

Mary L. Hill – Manager, Transportation. Transportation. Grade 16.  
Previous Position: Assistant Manager, Bus Operations (Transportation). Transportation. Grade 15.  
1.33% Annual Salary Increase to \$87,140; effective 08/08/2018.

Laura D. Hixson – Manager, Capital Projects and Construction. Capital Projects. Grade 17.  
Previous Position: Assistant Project Manager, CP Vehicles. Capital Projects. Grade 14.  
10.87% Annual Salary Increase to \$89,000; effective 08/08/2018.

Lucas D. Johnson – Manager, Capital Projects and Construction. Capital Projects. Grade 17.  
Previous Position: Assistant Project Manager, CP Vehicles. Capital Projects. Grade 14.  
12.52% Annual Salary Increase to \$86,000; effective 08/08/2018.

Victor A. Kandle – Assistant Manager, Bus & Rail Operations (ORPI). Transportation. Grade 15.  
Previous Position: Supervisor, Customer Service. Public Affairs. Grade 0710 (Union).  
9.24% Annual Salary Increase to \$85,000; effective 07/23/2018.

Kurtis D. McCoy – Software Engineer. Information Technology. Grade 15.  
Previous Position: Analyst, IT Systems. Information Technology. Grade 15.  
11.62% Annual Salary Increase to \$90,000; effective 07/23/2018.

Kristin Ann B. Rawson – Manager, Capital Projects and Construction. Capital Projects. Grade 17.  
Previous Position: Project Manager, CP Construction. Capital Projects. Grade 15.  
21.35% Annual Salary Increase to \$108,000; effective 07/02/2018.

<sup>1</sup> Grade 15 has a midpoint of \$95,874 and is generally considered a department manager level.

Brett L. Rogers – Director, Operations Planning & Development. Operations. Grade 20.  
Previous Position: Director, Facilities Management. Maintenance. Grade 19.  
3.00% Annual Salary Increase to \$148,012; effective 07/30/2018.

Michelle Veri – Manager, Capital Projects and Construction. Capital Projects. Grade 17.  
Previous Position: Building/Architect Project Delivery Lead. Capital Projects. Grade 15.  
23.35% Annual Salary Increase to \$102,000; effective 07/02/2018.

**b. Annual Salary Program (includes Merit, Predicted Compensation Model (PCM), Market, and Promotions Increases)**

For all 475 Non-Union employees, the overall base salary increase was 4.33%. The overall budget was 4.5%, of which 3.5% was for merit; 1% was for PCM adjustments; and 0.5% was for market adjustments.

As a result of the annual salary program increases, the aggregate PCM gap of \$975,485 that included 44.4% of non-union employees has been reduced to \$336,097 that includes 18.9% of non-union employees, a substantial improvement.

**c. Market Adjustment**

No Market Adjustments for this period.

**d. New Hires**

Anthony J. Cast – Analyst, IT Systems. Information Technology.  
Grade 15. Starting Annual Salary: \$93,290. Start Date 07/23/2018.

Cole M. Harper – Software Engineer. Information Technology.  
Grade 15. Starting Annual Salary: \$99,509. Start Date 05/30/2018.

Maurice A. Henderson – Chief Operating Officer. General Manager.  
Grade 26. Starting Annual Salary: \$200,000. Start Date 06/16/2018.

Carissa M. Nichols – Assistant Manager, Bus Operations (Transportation). Transportation.  
Grade 15. Starting Annual Salary: \$83,000. Start Date 08/06/2018.

Dixie M. Sciacqua – Manager, Bus & Rail Operations (C&WU). Transportation.  
Grade 15. Starting Annual Salary: \$90,000. Start Date 08/06/2018.

Annette T. Shaw – Assistant Manager, Bus & Rail Operations (OCC). Transportation.  
Grade 15. Starting Annual Salary: \$80,961. Start Date 06/11/2018.

Peter Villareal, Jr. – Senior Human Resources Generalist. Labor Relations & Human Resources.  
Grade 15. Starting Annual Salary: \$82,500. Start Date 05/21/2018.

Kevin C. Yin – Director, Procurement and Contracts. Finance.  
Grade 19. Starting Annual Salary: \$124,000. Start Date 05/29/2018.

**e. Temporary Adder Pay**

Steven C. Callas – Director, Operations Command Center & Field Operations. Transportation. Grade 18.  
6.00% Temporary Annual Salary Increase to \$127,200; effective 06/25/2018.

Lonnie J. Jones – Manager, Payroll. Finance. Grade 15.  
8.00% Temporary Annual Salary Increase to \$101,084; effective 07/12/2018.

**f. Separations<sup>2</sup>**

Sandra W. Bradley – Director, Program Management. Capital Projects.  
Grade 20. Ending Annual Salary: \$144,156. Last Day: 06/01/2018. Retirement. Length of Service: 27 yrs.

Robin M. Braziel – Director, Transportation. Transportation.  
Grade 18. Ending Annual Salary: \$135,000. Last Day: 06/25/2017. Discharged. Length of Service: 1 yr.

Britney Colton – Director, Labor & Employee Relations. Labor Relations & Human Resources.  
Grade 20. Ending Annual Salary: \$143,955. Last Day: 06/28/2018. Resigned. Length of Service: 12 yrs.

Anthony L. Fuller – Director, Operations Command Center & Field Operations. Transportation.  
Grade 18. Ending Annual Salary: \$118,738. Last Day: 06/30/2018. Mutual Agreement. Length of Service: 2 yrs.

Shelly D. Lomax – Chief of Staff, Operations Management. Operations.  
Grade 22. Ending Annual Salary: \$190,948. Last Day: 06/08/2018. Retirement. Length of Service: 31 yrs.

Kathleen A. Miller – Manager, LIFT Eligibility & Community Relations. Transportation.  
Grade 15. Ending Annual Salary: \$90,082. Last Day: 05/31/2018. Retirement. Length of Service: 25 yrs.

Denis R. VanDyke – Director, Transportation Training. General Manager.  
Grade 18. Ending Annual Salary: \$123,758. Last Day: 06/08/2018. Retirement. Length of Service: 38 yrs.

Inessa M. Vitko – Senior Manager, Customer Information. Public Affairs.  
Grade 16. Ending Annual Salary: \$101,239. Last Day: 05/23/2018. Resigned. Length of Service: 12 yrs.

Jesse Joseph Rupert – Systems Engineer, Senior. Information Technology.  
Grade 18. Ending Annual Salary: \$118,675. Last Day: 06/01/2018. Resigned. Length of Service: 3 yrs.

Todd M. Wood – Manager, Rail Transportation & Streetcar. Transportation.  
Grade 16. Ending Annual Salary: \$92,462. Last Day: 06/02/2018. Retirement. Length of Service: 15 yrs.

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

**g. Other Personnel Actions**

- All actions are within the current budget appropriation.
- a. Total Union Employee Salary Step Increases: 486
- b. Total Union Positions Filled: 127
  - 1) Part-time Operators: 82
  - 2) Full-time Operators: 0
  - 3) Union - Other: 45
- c. Total Non-Union Positions Filled: 20 Full-time and 1 Part-time

**II. 2018 ANNUALIZED NON UNION TURNOVER SUMMARY**

Please refer to the attached 2017 Non Union Turnover Summary Report for year to date information and 2017 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*	2018				Total Separations	Average Headcount	Without Retirements		Total Separations	
		Resignations	Other Separations	Sub-Total WITHOUT Retirements	Retirements			Cumulative YTD Turnover	Projected Year End Turnover	Cumulative YTD Turnover	Projected Year End Turnover
Jan	441	6	1	7	2	441	1.58%	19.05%	2.04%	24.49%	
Feb	443	0	0	0	2	442	1.58%	9.50%	2.49%	14.93%	
Mar	445	3	0	3	2	443	2.26%	9.03%	3.61%	14.45%	
Apr	455	1	0	1	1	446	2.47%	7.40%	4.04%	12.11%	
May	455	3	0	3	0	448	3.13%	7.50%	4.59%	11.26%	
Jun	449	6	1	7	4	448	4.69%	9.38%	7.14%	14.29%	
Jul	458	0	1	1	0	449	4.90%	9.79%	7.34%	14.69%	
<b>Total</b>		<b>19</b>	<b>3</b>	<b>22</b>	<b>11</b>	<b>33</b>					

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

	Prior Year Comparison			
	Without Retirements		Total Separations	
	2017 (Cumulative YTD)	2017 Projected Year End	2017 (Cumulative YTD)	2017 Projected Year End
Jan	0.23%	2.76%	1.38%	16.59%
Feb	0.92%	5.54%	2.54%	15.24%
Mar	1.16%	4.62%	2.77%	11.09%
Apr	1.15%	3.46%	3.23%	9.70%
May	2.31%	5.55%	4.86%	11.66%
Jun	3.24%	6.48%	6.71%	13.42%
Jul	4.63%	7.94%	9.03%	15.45%
Aug	4.64%	6.96%	9.74%	14.62%
Sep	6.27%	8.35%	11.60%	15.47%
Oct	6.48%	7.78%	12.51%	15.01%
Nov	6.93%	7.56%	13.41%	14.62%
Dec	8.08%	8.08%	14.77%	14.77%