

**Date:** September 24, 2014  
**To:** TriMet Board of Directors  
**From:** Neil McFarlane, General Manager  
**Subject:** ***General Manager Personnel Action Report***  
*May 16, 2014 through August 15, 2014*

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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 over)*<sup>1</sup>

All actions are within the current budget appropriation.

**a. Promotions**

There were no promotions of Grade 15 or higher employees in the third quarter.

**b. Merit Program**

For the 167 employees in Grades 15 – 26, the average base salary increase was 2.75%. Merit program actions were effective July 6, 2014.

**c. New Hires**

Jayne Blakesley – Director, Real Property

Capital Projects: Grade 20, starting annual salary: \$145,000

Effective 7/7/14

Sam Marra – Exec Dir Maintenance Ops

Bus Maintenance Administration: Grade 22, starting annual salary: \$165,000

Effective 7/8/14

Celeo Guifarro – Software Systems Engineer III – Rail

Information Technology: Grade 16, starting annual salary: \$80,000

Effective 7/28/14

Ian Melroy – Network Communications Engineer III

Information Technology: Grade 15, starting annual salary: \$95,000

Effective 8/1/14

Dee Brookshire – Exec Dir Finance & Administration

Finance Administration: Grade 26, starting annual salary: \$185,000

Effective 8/18/14

**d. Separations**

Jillian Detweiler - Director, Real Property

Capital Projects: Grade 18, ending annual salary: \$109,542

Effective 6/20/14, resigned.

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<sup>1</sup> Grade 15 has a midpoint of \$88,572 and is generally considered a department manager level.

Thomas Nielsen - Director, Maintenance  
Bus Maintenance Administration: Grade 19, ending annual salary: \$120,200  
Effective 6/27/14, retired.

Robert Johnson - Manager, Maintenance  
Bus Maintenance Merlo: Grade 16, ending annual salary: \$94,237  
Effective 6/28/14, retired.

Claudia Steinberg - Manager, Community Affairs  
Capital Projects: Grade 15, ending annual salary: \$90,371  
Effective 6/30/14, retired.

## **II. OTHER PERSONNEL ACTIONS**

All actions are within the current budget appropriation.

- a. Total Union Employee Salary Step Increases: 394
- b. Total Union Positions Filled: 99
  - i. Part-time Operators: 73
  - ii. Full-time Operators: 0
  - iii. Union - Other: 26 (Service Workers)
- c. Total Non-Union Positions Filled: 15 Full-time, 1 Part-time

*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.*