

**Date:** March 26, 2014  
**To:** TriMet Board of Directors  
**From:** General Manager Neil McFarlane *Neil McFarlane*  
**Subject:** General Manager Personnel Action Report  
 December 12, 2013 through February 28, 2014

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 at or above Grade 15 to report.

b. Other Salary Actions

- i. Steven Witter - Program Manager, Grade 14, Capital Projects.  
 Due to temp CRC assignment, 10% Adder Pay salary increase to \$123,200, effective 01/06/14 through 04/15/14.

c. New Hires

There were no new hires at or above Grade 15 to report.

d. Separations

- i. Director of Commuter Rail, Grade 21, Operations.  
 Effective 12/31/13.
- ii. Software Engineer, Grade 16, Information Technology.  
 Effective 01/03/14.
- iii. Software Engineer, Grade 16, Information Technology.  
 Effective 01/20/14.
- iv. Network Communications Engineer III, Grade 15, Information Technology.  
 Effective 02/07/14.

<sup>1</sup> Grade 15 has a midpoint of \$86,836 and is generally considered a department manager level.

## II. Other Personnel Actions

All actions are within the current budget appropriation.

- a. Total union employee salary step increases – 292
- b. Total union positions filled: 43
  - i. Part-time Operators: 43
  - ii. Full-time Operators: 0
  - iii. Union Other: 0
- c. Total non-union positions filled: 4

*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.*