

**Date:** June 27, 2018  
**To:** TriMet Board of Directors  
**From:** Doug Kelsey, General Manager  
**Subject:** *General Manager Personnel Action Report  
February 16, 2018 – May 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**

Kristina L. Babcock – Director, Operations Command Center & Field Ops. Transportation. Grade 18.  
Previous Position: Manager, Rail Operations (Transportation). Transportation. Grade 16.  
17.35% Annual Salary Increase to \$115,000; effective 04/30/2018.

Michael Dohn – Manager, Financial Analysis & Forecasting. Finance. Grade 16.  
Previous Position: Analyst, Sr. Financial III - Budget & Forecasting. Finance. Grade 14.  
5.42% Annual Salary Increase to \$98,000; effective 04/08/2018.

Corrinna A. Griffis – Manager, Bus & Rail Operations (ORPI). Transportation. Grade 16.  
Previous Position: Senior Specialist Workforce Procedures & Systems. Transportation. Grade 12.  
23.49% Annual Salary Increase to \$88,000; effective 03/12/2018.

JoAnne M. Kirkbride – Manager, Transportation. Transportation. Grade 16.  
Previous Position: Assistant Manager, Bus Operations (Transportation). Transportation. Grade 15.  
5.27% Annual Salary Increase to \$99,000; effective 05/06/2018.

**b. Market Adjustment**

20 non-union employees in grades 15 – 21 received Market Adjustments using salary recovery dollars. The average increase was 2.89%, with the lowest percent being 1.08% and highest percent being 7.43%; the lowest increase amount was \$1,100 and highest increase amount was \$8,810.

Roberta Altstadt – Manager, Media Relations & Communications. Grade 16. Public Affairs.  
1.72% Increase. Annual Salary Increase to \$100,788; effective 03/26/2018.

Angela Burns-Brown – Director, Talent Management. Grade 19. Labor Relations & Human Relations.  
2.84% Increase. Annual Salary Increase to \$134,119; effective 02/26/2018.

Daniel S. Caufield – Director, operations Planning & Development. Grade 20. Operations.  
1.60% Increase. Annual Salary Increase to \$152,565; effective 03/11/2018.

<sup>1</sup> Grade 15 has a midpoint of \$93,994 and is generally considered a department manager level.

Britney Colton – Director, Labor & Employee Relations. Grade 20. Labor Relations & Human Relations.  
1.41% Increase. Annual Salary Increase to \$143,955; effective 02/26/2018.

Corey Edmonds – Senior Representative, Labor Relations. Grade 15. Labor Relations & Human Relations.  
2.81% Increase. Annual Salary Increase to \$91,475; effective 02/26/2018.

Darlene C. Gastineau – Manager, Internal Audit. Grade 18. General Manager.  
7.43% Increase. Annual Salary Increase to \$127,421; effective 03/26/2018.

Roland E. Henson Jr. – Manager, Training & Maintenance Quality Assurance. Grade 16. Maintenance.  
1.51% Increase. Annual Salary Increase to \$100,974; effective 03/11/2018.

Cynthia Kandle – Senior Representative, Labor Relations. Grade 15. Labor Relations & Human Relations.  
2.83% Increase. Annual Salary Increase to \$90,990; effective 02/26/2018.

JoAnne M. Kirkbride – Assistant Manager, Bus Operations (Transportation). Grade 15. Transportation.  
4.82% Increase. Annual Salary Increase to \$94,040; effective 03/11/2018.

Alan T. Lehto – Director, Business Planning & Asset Management. Grade 21. Operations.  
1.17% Increase. Annual Salary Increase to \$156,813; effective 03/26/2018.

Thomas B. Mills – Manager, Service Planning. Grade 16. Public Affairs.  
2.87% Increase. Annual Salary Increase to \$97,757; effective 03/26/2018.

Margo D. Moore – Director, Accessible Transportation Programs. Grade 18. Transportation.  
4.59% Increase. Annual Salary Increase to \$113,906; effective 03/25/2018.

Christopher A. Parra – HR Business Partner. Grade 17. Labor Relations & Human Relations.  
1.77% Increase. Annual Salary Increase to \$115,216; effective 02/26/2018.

Mark C. Poulson – Assistant Manager, Rail Operations (Transportation). Grade 15. Transportation.  
3.72% Increase. Annual Salary Increase to \$94,141; effective 03/11/2018.

Robert R. Romo – Manager, Rail Equipment Maintenance. Grade 16. Maintenance.  
1.08% Increase. Annual Salary Increase to \$102,507; effective 03/11/2018.

Heidi A. Vass – Manager, Benefits & HRIS. Grade 17. Labor Relations & Human Relations.  
1.35% Increase. Annual Salary Increase to \$112,500; effective 02/26/2018.

Inessa M. Vitko – Senior Manager, Customer Information. Grade 16. Public Affairs.  
4.10% Increase. Annual Salary Increase to \$101,239; effective 03/26/2018.

Gene Wallis – Project Manager, CP Construction. Grade 16. Capital Projects.  
3.16% Increase. Annual Salary Increase to \$94,670; effective 03/28/2018.

William F. Wegesend III – Manager, Bus Maintenance. Grade 16. Maintenance.  
1.09% Increase. Annual Salary Increase to \$102,100; effective 03/11/2018.

Katherine M. Williams – Manager, Contracts. Grade 16. Finance.  
5.88% Increase. Annual Salary Increase to \$90,000; effective 03/30/2018.

**c. MAC Salary Increases (Move Ahead Compensation Program)**

67 non-union employees in grades 15 – 20 received a MAC salary increase. The average increase was 2.43%, with the lowest percent being .31% and highest percent being 6.32%; the lowest increase amount was \$300 and highest increase amount was \$7,500.

**d. New Hires**

Max E Calder – Manager, LIFT Eligibility & Community Relations. Transportation.  
Grade 15. Starting Annual Salary: \$86,000. Start Date: 03/12/2018.

Michael Corrente – Project Manager, CP Construction. Capital Projects.  
Grade 15. Starting Annual Salary: \$84,800. Start Date: 02/19/2018.

Christopher M. Glasen – Project Manager, Rail Equipment Maintenance. Maintenance.  
Grade 16. Starting Annual Salary: \$102,270. Start Date: 04/23/2018.

Nelson P. Hickman – Systems Engineer, Senior. Information Technology.  
Grade 18. Starting Annual Salary: \$85,000. Start Date: 04/09/2018.

Roland Hoskins – Executive Director, Maintenance Operations. Maintenance.  
Grade 22. Starting Annual Salary: \$180,000. Start Date: 04/09/2018.

Christine M. Loyer – Director, Transportation Training. Safety & Security.  
Grade 18. Starting Annual Salary: \$125,000. Start Date: 04/02/2018.

Pedro V. Reyes – Project Manager, CP Construction. Capital Projects.  
Grade 15. Starting Annual Salary: \$88,585. Start Date: 05/14/2018.

Jill Chen Stober – Manager, Service Performance & Analysis. Operations.  
Grade 16. Starting Annual Salary: \$90,000. Start Date: 02/19/2018.

Forrest B. Turner – Systems Engineer, Senior, Server Administration. Information Technology.  
Grade 16. Starting Annual Salary: \$81,500. Start Date: 04/30/2018.

Joel M. Wilder – Systems Engineer, Senior. Information Technology.  
Grade 18. Starting Annual Salary: \$118,000. Start Date: 04/16/2018.

**e. Temporary Adder Pay**

No actions to report.

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

Stacey D. Chrest – Human Resources Business Partner. Labor Relations & Human Resources.  
Grade 17. Ending Annual Salary: \$110,821. Last Day: 03/05/2018. Resigned. Length of Service: 6 yrs.

James Hergert – Manager, Scheduling. Transportation.  
Grade 16. Ending Annual Salary: \$103,025. Last Day: 03/23/2018. Retirement. Length of Service: 28 yrs.

Jamshid Mehr – Software Engineer. Information Technology.

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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.

Grade 15. Ending Annual Salary: \$95,259. Last Day: 02/17/2018. Retirement. Length of Service: 16 yrs.

Lester F. Spittler – Director, Procurement and Contracts. Finance.

Grade 19. Ending Annual Salary: \$115,761. Last Day: 04/06/2018. Resigned. Length of Service: 3 yrs.

Kurt J. Wilkinson – Director, Security & Emergency Management. Safety & Security.

Grade 19. Ending Annual Salary: \$133,433. Last Day: 05/11/2018. Resigned. Length of Service: 17 yrs.

**g. Other Personnel Actions**

- All actions are within the current budget appropriation.

a. Total Union Employee Salary Step Increases: 458

b. Total Union Positions Filled: 84

1) Part-time Operators: 57

2) Full-time Operators: 0

3) Union - Other: 27

c. Total Non-Union Positions Filled: 20 Full-time and 0 Part-time

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

Please refer to the attached 2018 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 | Without Retirements |                         | Total Separations           |                         |
|--------------|-----------------------------|--------------|-------------------|-------------------------------|-------------|-------------------|---------------------|-------------------------|-----------------------------|-------------------------|
|              |                             | Resignations | Other Separations | Sub-Total WITHOUT Retirements | Retirements |                   | Average Headcount   | Cumulative YTD Turnover | Projected Year End Turnover | Cumulative YTD 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%               | 8.03%                   | 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%                   | 4.89%                       | 11.26%                  |
| Jun          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| Jul          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| Aug          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| Sep          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| Oct          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| Nov          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| Dec          |                             |              |                   | 0                             | 0           |                   |                     |                         |                             |                         |
| <b>Total</b> |                             | <b>13</b>    | <b>1</b>          | <b>14</b>                     | <b>7</b>    |                   |                     |                         |                             |                         |

| Year Over Year Comparison - Total Separations |        |        |
|---|--------|--------|
|   | 2018   | 2017   |
| Jan   | 24.49% | 16.59% |
| Feb   | 14.93% | 15.24% |
| Mar   | 14.45% | 11.09% |
| Apr   | 12.11% | 9.70%  |
| May   | 11.26% | 11.66% |
| Jun   |        | 13.42% |
| Jul   |        | 15.49% |
| Aug   |        | 14.62% |
| Sep   |        | 15.47% |
| Oct   |        | 15.01% |
| Nov   |        | 14.62% |
| Dec   |        | 14.77% |

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