

**Date:** December 11, 2013

**To:** TriMet Board of Directors

**From:** General Manager Neil McFarlane

**Subject:** General Manager Personnel Action Report – October 1, 2013 through December 11, 2013

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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**
    - i. **Jason Grohs**, Capital Projects Division. Promoted to Engineer IV, Grade 16, 8% salary increase to \$90,787, effective 11/24/13.
    - ii. **Ligena Hein**, Labor Relations & Human Resources Division. Promoted to Sr. Manager, Benefits & HRIS, Grade 17, 12.1% salary increase to \$102,000, effective 10/28/13
    - iii. **Donald McInnis**, Finance & Administration Division. Promoted to Fare Equipment Maintenance Manager, Grade 15, 8% salary increase to \$78,801, effective 11/24/13.
    - iv. **Darren Morris**, Operations Division. Promoted to Director Commuter Rail – RR Compliance, Grade 17, 15.96% salary increase to \$102,741, effective 11/1/13.
    - v. **Rhyan Van Horn**, Finance & Administration Division. Promoted to Manager Fare Revenue Processing & Merchant Services, Grade 15, 10% salary increase to \$81,465, salary increase effective 11/24/13.
  - b. **Other Salary Actions**
    - i. **Christopher Tucker**, Finance & Administration Division. Market Adjustment as Director Revenue Operations, Grade 17, 12% salary increase to \$94,230, effective 11/24/13.
    - ii. **Kurt Wilkinson**, Safety Division. Market Adjustment as Manager Construction Safety & Risk Assessment, Grade 16, 6.2% salary increase to \$94,500, effective 11/24/13.
  - c. **New Hires**
    - i. **Scott Alkema**, Information Technology. Hired as Software Systems Engineer, Grade 16, starting salary of \$92,084, effective 10/7/13.

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

- ii. **Stephanie Colleran**, Safety & Security - Environmental Services. Hired as Manager Environmental Services, Grade 15, starting salary of \$91,879, effective 10/22/13.
- iii. **Rosalinda Wells**, Labor Relations & Human Resources Division. Hired as Compensation Manager, Grade 17, starting salary of \$104,000, effective 11/11/13.

**II. Other Personnel Actions**

All actions are within the current budget appropriation.

- a. Total union employee salary step increases – 199
- b. Total union positions filled: 106
  - i. Part-time Operators: 39
  - ii. Full-time Operators: 29
  - iii. Union Other: 38
- c. Total non-union positions filled: 15

*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.*