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# MEMORANDUM

*Human Resources Department*

To: *Ron Whitlatch, City Manager*      Date: *February 4, 2025*  
 From: *Angela Solesbee, HR Director*  
 Subject: *Department Update for City Manager Report*

- **Recruitment:**
  - Communications Specialist – See PD City Manager Report for detail.
  - Police Officer – See PD City Manager Report for detail.
  - Code Enforcement/Property Officer - See PD City Manager Report for detail.
  - Engineering Director – Position posted open until filled
  - Finance Clerk – Closed/failed. Discussing reopening.
  - LINX Driver PT – Candidate selected. Hire date pending background.
- **Benefits:**
  - Business as usual.
- **Classification and Compensation:**
  - Business as usual.
- **Training and Development:**
  - February All Employee training – Respectful Workplace: In Doubt? Find Out!
  - March All Employee training – Recognizing and Preventing Cyber Attacks
  - February Safety training – Why Emergency Preparedness Matters
  - March Safety training – Workplace Violence Prevention
- **Performance Management:**
  - 48 evaluations are past due as of 1/31/2025 (46% overall)
    - 4 in Finance (oldest is over 2 years past due)
    - 9 in City Manager’s Office (Director Evals)
    - 15 in Public Works (oldest is over 2 years past due)
    - 2 in Comm. Dev. (oldest is 5 months past due)
    - 9 in SC/LINX (oldest is over 6 months past due)
    - 9 in Police Department (oldest is over 6 years past due)
- **Other**
  - Performance Management module getting dusted off for a new trial run in the next few months.
  - ADP Learning module on hold.
  - Document storage system on hold.