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MEMORANDUM

Human Resources Department

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

Date: *April 1, 2025*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.

 - Engineering Director – Position posted open until filled
 - Maintenance Worker Collections – Interviews scheduled.
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - April All Employee training – Identifying and Preventing Sexual Harassment
 - May All Employee training – Viruses and Malware

 - April Safety training – First Aid: AED Training
 - May Safety training – Hazzard Communications
- Performance Management:
 - Discussions under way to potentially establish a new Performance Evaluation process/form.
 - 44 evaluations are past due as of 3/31/2025 (39% overall)
 - 5 in Finance (oldest is over 2 years past due)
 - 9 in City Manager's Office (Director Evals)
 - 1 in Engineering (3 months past due)
 - 14 in Public Works (oldest is over 2 years past due)
 - 2 in Comm. Dev. (oldest is 5 months past due)
 - 4 in SC/LINX (oldest is over 6 months past due)
 - 9 in Police Department (oldest is over 6 years past due)
- Other
 - ADP Learning module on hold.
 - Document storage system on hold.