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# MEMORANDUM

*Human Resources Department*

To: *Ron Whitlatch, Interim City Manager*      Date: *September 1, 2024*  
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.
  - LINX Driver FT (2 Positions) – One position filled with current PT driver. One position and Employee starting on 9/3
  - Maintenance Worker Distribution (2 positions) – Posting closes 9/2
- Benefits:
  - Communications regarding upcoming open enrollment will be sent to employees. Open enrollment begins 9/30.
- Classification and Compensation:
  - As part of the latest CBA with AFSCME, market reviews will be completed on all classifications with any recommended classification movements being effective on 1/1/2025.
- Training and Development:
  - September Safety training – Personal Protective Equipment (PPE)
  - October Safety training – Blood Born Pathogens (BBP)
  
  - September All Employee training – Cyber Security Essentials: Stop. Think. Ask.
  - October All Employee training – Better Business Behavior
- Performance Management:
  - 57 evaluations are past due as of 8/31/2024 (49% overall)
    - 5 in Finance (oldest is nearly 3 years past due)
    - 1 in IT (just over 60 days past due)
    - 1 in Comm. Dev. (just over 2 weeks past due)
    - 8 in City Manager's Office (Director Evals)
    - 17 in Public Works (oldest is over 3 years past due)
    - 16 in Police Department (oldest is over 7 years past due – 8 employees)
    - 6 in SC/LINX (oldest is 1 year past due)
    - 3 in Engineering (just over 30 days past due)
- Other
  - ADP Learning module on hold.
  - Document storage system on hold.