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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, Interim City Manager* Date: *April 1, 2024*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – Candidate in background.
 - Police Officer – 1 candidate in background.
 - LINX PT Driver – Candidate in background.
 - LINX PT Dispatcher – Position posted open until filled.
- Benefits:
 - Business as usual
- Classification and Compensation:
 - Business as usual
- Training and Development:
 - March Safety training – Workplace Violence Prevention
 - April Safety training – First Aid: Musculoskeletal Injuries

 - March All Employee training – None
 - April All Employee training – Stop Workplace Harassment
- Performance Management:
 - Assessing and testing the electronic performance evaluation tool on hold until after July of 2024 due to Teamster labor negotiations.
 - 34 evaluations are past due as of 3/31/2024
 - 3 in Finance (oldest is over 2 years past due)
 - 8 in City Manager's Office (Director Evals)
 - 8 in Public Works (oldest is over 2 years past due)
 - 14 in Police Department (oldest is over 6 years past due – 6 employees)
 - 1 in SC/LINX (9 months past due)
- Other
 - Department FTE reduced to 1.0 effective 4/1/2024. Efficiencies will be sought to improve service and prevent delays.
 - Teamster union negotiations ongoing.
 - ADP Learning module on hold.
 - Exploring the functionality of electronic Personal Action (PA) forms. Currently HR uses spreadsheets to track step and longevity dates. This is an imperfect system. The HRIS system has the ability to process employee step and longevity

transactions electronically so HR is exploring what this process may look like in preparation for a discussion with management.

- Exploring document storage in HRIS system which will allow employees access to personnel files at any time without having to contact HR for a copy.