

925 S. Main Street Lebanon, Oregon 97355

TEL: 541.258.4261 Angela.Solesbee@LebanonOregon.gov www.LebanonOregon.gov

MEMORANDUM

Human Resources Department

To:Ron Whitlatch, City ManagerDateFrom:Angela Solesbee, HR DirectorSubject:Department Update for City Manager Report

Date: November 1, 2024

- Recruitment:
 - Communications Specialist See PD City Manager Report for detail.
 - Police Officer See PD City Manager Report for detail.
 - LINX Driver FT Position was filled then vacated. Interviews in process.
 - Maintenance Worker Parks Position Filled. Employee starting 11/12/24.
- Benefits:
 - Open Enrollment closed on Friday, October 25th.
- Classification and Compensation:
 - Ongoing market reviews completed. AFSCME reviewing results and the recommended classification movements (4 classifications potentially moving up 1 range affecting 6 employees).
- Training and Development:
 - November Safety training Workplace Safety Essentials: Developing the Right Attitude
 - December Safety training Slips, Trips, Falls
 - November All Employee training Generative AI: Seeing Through the Deception
 - December All Employee training Respectful Workplace: Disagree Constructively
- Performance Management:
 - 52 evaluations are past due as of 10/31/2024 (45% overall)
 - 5 in Finance (oldest is 3 years past due)
 - 10 in City Manager's Office (Director Evals)
 - 18 in Public Works (oldest is over 3 years past due)
 - 2 in Comm. Dev. (nearly 90 days past due)
 - 8 in SC/LINX (oldest is 17 months past due)
 - 8 in Police Department (oldest is over 7 years past due)
 - 1 in Engineering (just over 60 days past due)
- Other
 - \circ Exploring the possibility of moving from Paid Leave Oregon to an Equivalent Plan.
 - 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.