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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager* Date: *December 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 PT – Posted open until filled

 - LINX Driver FT – Position Filled. Employee started 12/3
- Benefits:
 - Business as usual
- 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:
 - December All Employee training – Respectful Workplace: Disagree Constructively
 - January All Employee training – Understanding Cyber Security

 - December Safety training – Slips, Trips, Falls
 - January Safety training – Fire Extinguisher
- Performance Management:
 - 54 evaluations are past due as of 10/31/2024 (46% 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)
 - 11 in SC/LINX (oldest is 17 months past due)
 - 8 in Police Department (oldest is over 7 years past due)
- Other
 - 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.