



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, Interim City Manager*      Date: *May 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 Dispatcher – Offer extended. Background in process.
  - LINX PT Driver – Employee hired 4/9
  
- Benefits:
  - Business as usual
  
- Classification and Compensation:
  - Business as usual
  
- Training and Development:
  - April Safety training – First Aid: Musculoskeletal Injuries
  - May Safety training – Hazard Communications
  
  - April All Employee training – Stop Workplace Harassment
  - May All Employee training – None
  
- Performance Management:
  - Assessing and testing the electronic performance evaluation tool on hold until after July of 2024 due to Teamster labor negotiations.
  - 33 evaluations are past due as of 4/30/2024
    - 3 in Finance (oldest is over 2 years past due)
    - 8 in City Manager’s Office (Director Evals)
    - 7 in Public Works (oldest is nearly 3 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
  - Testing the functionality of electronic Personal Action (PA) forms. So far no major concerns or issues.
  - Created Manager resource page on ADP to house frequently used manager forms and reports.
  - Teamster union negotiations ongoing.
  - ADP Learning module on hold.
  - Document storage system on hold.