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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.