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MEMORANDUM

Human Resources Department

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

- Recruitment:
 - Communications Specialist – Offer declined. Pulling from pool, interviews pending.
 - Police Officer – 2 candidates in background.
 - LINX PT Driver – Offer declined. Relaunched. Posting open and receiving applications.
 - Water/Wastewater Plan Manager – Employee DOH 3/11
 - LINX PT Dispatcher – Employee DOH 3/12
 - Sr. Maintenance Worker Rover – Internal hire effective 2/25
- Benefits:
 - Business as usual
- Classification and Compensation:
 - Ongoing - Work has begun on adding/expanding the working conditions/physical requirements to the JD's. JD's are actively being updated as changes/updates are identified.
 - Market reviews for non-union positions completed. Results are with the Interim City Manager for review.
- Training and Development:
 - February Safety training – Why Sitting is Bad for You
 - March Safety training – Workplace Violence Prevention

 - February All Employee training – Myth of Multitasking
 - March 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 2/29/2024
 - 3 in Finance (oldest is over 2 years past due)
 - 8 in City Manager's Office (Director Evals)
 - 7 in Public Works (oldest is over 2 years past due)
 - 14 in Police Department (oldest is over 6 years past due – 6 employees)
 - 1 in SC/LINX (8 months past due)
- Other
 - Teamster union negotiations begin on 3/7/2024.
 - 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.