

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 Manager Date: March 3, 2025

From: Angela Solesbee, HR Director

Subject: Department Update for City Manager Report

Recruitment:

- Communications Specialist See PD City Manager Report for detail.
- o Police Officer See PD City Manager Report for detail.
- Code Enforcement/Property Officer Internal Hire. Position filled.
- Engineering Director Position posted open until filled
- Finance Clerk Internal Hire. Position filled.
- LINX Driver PT Position filled.

Benefits:

- Business as usual.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - March All Employee training Creating Strong Passwords
 - April All Employee training Identifying and Preventing Sexual Harassment
 - March Safety training Workplace Violence Prevention
 - April Safety training First Aid: AED Training
- Performance Management:
 - Discussions under way to potentially establish a new Performance Evaluation process/form.
 - 49 evaluations are past due as of 2/28/2025 (43% overall)
 - 5 in Finance (oldest is over 2 years past due)
 - 9 in City Manager's Office (Director Evals)
 - 16 in Public Works (oldest is over 2 years past due)
 - 2 in Comm. Dev. (oldest is 5 months past due)
 - 8 in SC/LINX (oldest is over 6 months past due)
 - 9 in Police Department (oldest is over 6 years past due)

Other

- ADP Learning module on hold.
- Document storage system on hold.