

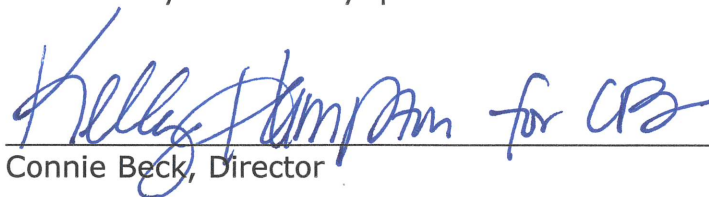
Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

Date: January 12, 2022
To: Jacob Coan, Staff Services Analyst II
From: Connie Beck, Director
RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Supervising Staff Services Analyst as the current Supervising Staff Services Analyst is on an approved leave of absence. This assignment is effective March 7, 2022 and ending April 1, 2022; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Supervising Staff Services Analyst. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation.

I appreciate your willingness to assume this role and encourage you to contact Kelly Hampton should you have any questions or concerns throughout this assignment.



Connie Beck, Director

 2/16/22

Zach O'Hanen, Assistant Human Resources Director

cc: Personnel Files (2)



Behavioral Health
phone: (707) 268-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
phone: (707) 476-4700
fax: (707) 441-2096