



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

Date: November 12, 2024  
To: Kristen Smith, Program Coordinator  
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 HHS Program Services Coordinator as the current HHS Program Services Coordinator is out on leave. This assignment is effective December 9, 2024 and ending January 3, 2025; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to HHS Program Services Coordinator. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the incumbent returns.

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

**Beck, Connie** Digitally signed by Beck, Connie  
Date: 2024.11.18 09:08:21 -08'00'

Connie Beck, Director

Beth Rogers on behalf of Zach O'Hanen Digitally signed by Beth Rogers on  
behalf of Zach O'Hanen  
Date: 2024.11.18 13:08:41 -08'00'

Zach O'Hanen, Human Resources Director

cc: Personnel Files (2)



Mental 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