



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

Date: September 16, 2022
To: Aaron Jackson, Mental Health Maintenance Custodian
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 Senior Mental Health Maintenance Custodian as the current Senior Mental Health Maintenance Custodian is out of the office. This assignment is effective October 3, 2022 through October 28, 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 Senior Mental Health Maintenance Custodian. 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 current Senior Mental Health Maintenance Custodian returns from approved leave.

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

Michèle Stephens for Connie Beck 9/16/22

Connie Beck, Director

Bethany Hubbard on behalf of Zachary O'Hanen

Zachary 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