



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

RECEIVED

JAN 10 2020


Date: January 10, 2020  
To: Mandy Gentle-Martin, Staff Services Analyst II  
From: Connie Beck, Director  
RE: Assignment of Supervisor's Duties

PERSONNEL DEPT.

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Staff Services Manager as the current Staff Services Manager is on an approved leave of absence. This assignment is effective January 13, 2020 and ending February 7, 2020; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Staff Services Manager. 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 Staff Services Manager returns from approved leave.

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

  
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Connie Beck, Director

  
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Kelly Barns, Interim 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

