



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

Date: March 3, 2022
To: Tamara Wandel, Administrative 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 Budget Specialist. The Board of Supervisors has declared a state of local emergency due to the COVID-19 pandemic and the current Budget Specialist has been reassigned to manage the Department Operations Center (DOC) in Recovery duties for the COVID-19 pandemic. This assignment is effective March 7, 2022 and ending April 1, 2022; a period of 20 workdays.

During this time, you will be compensated at the rate you would receive were you promoted to the Budget Specialist. 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 Budget Specialist returns to her regular assignment.

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

Connie Beck

Connie Beck, Director

Zachary O'Hanen

Zach O'Hanen, 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
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