



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

Date: October 25, 2024
To: Christina Reiman, Eligibility Specialist III
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 Eligibility Supervisor as the current Eligibility Supervisor position is vacant. This assignment is effective November 11, 2024 and ending December 6, 2024; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to Eligibility Supervisor. 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 Monique Upshaw-Smith or Ryan Bishop should you have any questions or concerns throughout this assignment.

Connie Beck, Director

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