



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

Date: March 2, 2022
To: Kelly Porter, Senior Vocational Counselor
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 Employment & Training Program Coordinator as the current Employment & Training Program Coordinator is on an approved leave of absence. This assignment is effective March 21, 2022 and ending April 15, 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 Employment & Training Program Coordinator. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation.

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

Connie Beck

Connie Beck, Director

Zachary O'Hanen

Zach O'Hanen, Assistant Human Resources Director

cc: Personnel Files (2)



Behavioral 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