



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

Date: October 25, 2022
To: Veronica Riggins, Eligibility Supervisor
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 Program Manager I as the current Program Manger I is on an approved leave of absence. This assignment is effective October 31, 2022 through November 25, 2022; a period of 20 work days.

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

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

Gvonne Winter on behalf of Connie Beck
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