




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

Date: April 14, 2020  
To: Jessica Bradberry, Administrative Analyst I  
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 the EOC. This assignment is effective April 20, 2020 and ending May 15, 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 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.

  
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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