



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

Date: May 2, 2023  
To: Norma Clements  
From: Connie Beck, Director DHHS  
RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of an Eligibility Supervisor as the current Eligibility Supervisor position is vacant. This assignment begins effective May 15, 2023 through June 9, 2023; 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 current vacant Supervising Staff Services Analyst position is filled.

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.

Connie Beck, Director DHHS

*Bethany Hubbard* on behalf of Zachary O'Hanen - 05/04/2023  
Zachary O'Hanen, 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