



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

Date: April 23, 2025  
To: Melody Soper, Social Worker IV-D  
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 Social Worker Supervisor II as the current Social Worker Supervisor II position is vacant. This assignment is effective April 28, 2025 and ending May 23, 2025; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to Social Worker Supervisor II. 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 position is filled.

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

*Connie Beck*

Connie Beck, Director

*Ally Jones on behalf of Zach O'Hanen*

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  
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