



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

Date: July 14, 2021
To: Lara Zintsmaster, Administrative Analyst II
From: Michele Stephens, Assistant 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 Administrative Services Officer as the current Administrative Services Officer is on an approved leave of absence. This assignment is effective July 19, 2021 and ending August 13, 2021; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Administrative Services Officer. 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 Administrative Services Officer returns from approved leave.

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

Michele Stephens, DHHS Assistant Director

Kelly Barns, Assistant 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