



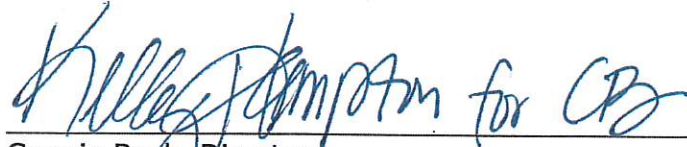
Administration  
Connie Beck, Director  
507 F Street, Eureka, CA 95501  
phone: (707) 441-5400 | fax: (707) 441-5412

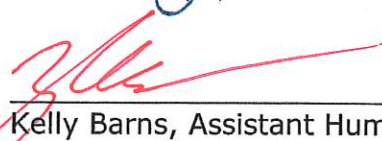
Date: December 16, 2021  
To: Todd Rowe, Staff Services Analyst II  
From: Connie Beck, Director  
RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Supervising Staff Services Analyst as the current Supervising Staff Services Analyst is on an approved leave of absence. This assignment is effective December 27, 2021 and ending January 21, 2022; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Supervising Staff Services Analyst. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation.

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

  
\_\_\_\_\_  
Connie Beck, Director

  
\_\_\_\_\_  
Kelly Barns, Assistant 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  
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