



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

Date: May 6, 2021  
To: Aaron Jackson, Mental Health Maintenance Custodian  
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 Senior Mental Health Maintenance Custodian as the current Senior Mental Health Maintenance Custodian is out of the office. This assignment is effective May 24, 2021 and ending June 18, 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 Senior Mental Health Maintenance Custodian. 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 Senior Mental Health Maintenance Custodian returns.

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

Connie Beck, Director

approved for Director Linda Le

Kelly Barns, Assistant Human Resources Director

cc: Personnel Files (2)



Mental Health  
phone: (707) 268-2990  
fax: (707) 476-4049

Public Health  
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