



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

Date: June 23, 2023  
To: Gillian Allen  
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 Supervising Staff Services Analyst as the current Supervising Staff Services Analyst position is vacant. This assignment begins effective August 28, 2023 through September 22, 2023; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to 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 until the current vacant Supervising Staff Services Analyst position is filled.

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

*Connie Beck*

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Connie Beck, Director DHHS

*Bethany Hubbard* on behalf of Zachary O'Hanen  

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Zachary O'Hanen, Human Resources Director

cc: Personnel Files (2)



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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