



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

Date: June 23, 2023
To: James Cookman
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 June 26, 2023 through July 21, 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

Connie Beck, Director DHHS

Bethany Hubbard on behalf of Zachary O'Hanen

Zachary O'Hanen, 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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