Humboldt County Department of Health & Human Services
People helping people live better lives

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

Date: November 12, 2024

To: Kristen Smith, Program Coordinator

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 HHS Program Services Coordinator as the current HHS Program Services Coordinator is out on leave. This assignment is effective December 9, 2024 and ending January 3, 2025; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to HHS Program Services Coordinator. 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 incumbent returns.

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

Beck, Connie
Digitally signed by Beck, Connie
Date: 2024.11.18 09:08:21 -08'00'

Connie Beck, Director

Beth Rogers on behalf of Zach O'Hanen
Digitally signed by Beth Rogers on behalf of Zach O'Hanen
Date: 2024.11.18 13:08:41 -08'00'

Zach O'Hanen, Human Resources Director

cc: Personnel Files (2)