



January 25, 2021

Re: Appointment of Salt Lake County Career Service Council Members

Dear Mayor Wilson,

In accordance with Salt Lake County Personnel Management Act (Utah Code 17-33) and Salt Lake County Ordinance (2.80.030), we maintain the Salt Lake County Career Service Council (CSC). The Career Service Council is a bipartisan board consisting of three Members who are appointed by the Mayor and confirmed by the County Council for staggered three-year terms. In addition, an Alternate Member may be appointed to act as a substitute, in the event a full Member is unable to participate in required proceedings.

The Career Service Council 1) hears appeals of merit employees regarding various adverse employment actions. The Council 2) hears appeals from merit or non-merit employees or volunteers related to claims of harassment, discrimination, or retaliation after following the procedures outlined in Human Resources Policy 3-100, Workplace Harassment, Discrimination and Retaliation Complaints Procedure. Lastly, the Council 3) hears appeals from job applicants concerning the selection procedures used for certification of registers and removal from a register as outlined in Human Resources Policy 2-300, Recruitment and Selection. They provide the County, it's Employees, and prospective applicants a valuable and impartial appeals process to resolve potential employment conflicts.

Currently, the CSC is comprised of one full Member, Chris Wade (CSC Chairperson, term expires June 30, 2021, residential District 4, Democrat), and an Alternate Member role, Melissa Hall (term expires June 30, 2022, residential District 1, Democrat). In 2020, one term expired (Jami McCart) and another member (Tracy Taggart) resigned after he was selected for a merit position within SLCO Human Resources.

To fill both vacancies, we conducted a customary public search and received five (5) applicants for consideration. Human Resources has reviewed the applications and conducted interviews with all qualified candidates. As such, the recommendation is based upon the requirements of the role and their education, qualifications, and relevant experience. I also acknowledge and respect your desire for Salt Lake County Board members to fully represent the geographic and demographic diversity of our constituents. I offer the following as endorsed candidates for the two CSC Member openings:

John Davidson – Senior HR Business Partner at SoFi  
Jennifer Nakao – Director of Administration at Patent Law Works, LLP  
Andrew Stephenson – Public Affairs and Political Consultant at Stephenson Consulting

These applicants possess skills and experience that would be of value to the important work of the Career Service Council. I'm delighted to have three strong candidates to select from. Their applications and resumes are attached.

After careful consideration, I would like to recommend Jennifer Nakao and Andrew Stephenson) to be appointed to the CSC.

**Jennifer Wilson**  
Mayor

**Erin Litvack**  
Deputy Mayor, County Services

**Darrin Casper**  
Deputy Mayor, Finance & Administration

**Catherine Kanter**  
Deputy Mayor, Regional Operations

**Kerri Nakamura**  
Chief of Staff

**HUMAN RESOURCES DIVISION**

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In summary, Ms. Nakao brings 15+ years of accounting, business operations and human resource functions to Salt Lake County. Her experience includes performance reviews, benefits administration, and resolution. She is an experienced Human Resources professional with a diverse set of skills, including strong sense of values, communication, and people skills. She holds a Master of Professional Accountancy and a Bachelor of Science degree in Accounting. Ms. Nakao articulated she is a strong supporter of creating a fair and safe work environment while understanding business need and would serve the existing CSC well (residential District 4, unaffiliated).

Mr. Stephenson, a life-long resident of Salt Lake County brings over 16 years of management experience and two years of County experience. He has a solid understanding of government, a commitment to service and values community. He holds a bachelor's degree in political science and combined with his experience managing people, collaborating, and understanding of the government structure and complexities he will also serve the CSC well (residential District 6, Republican).

At your pleasure, I request your support in the mid-year appointments of Andrew Stephenson, for the July 1, 2019 – June 30, 2022 term, and Jennifer Nakao, for the July 1, 2020 – June 30, 2023 term as a Members of the Salt Lake County Career Service Council.

Thank you for considering this recommendation. I'm happy to answer any questions you may have about the Career Service Council, it's current Members or the recommended Members. If you agree, I'm happy to facilitate the presentation of Ms. Nakao's and Mr. Stevenson's appointments to Salt Lake County Council for confirmation.

Sincerely,

Kathleen Johnston, MBA, SPHR, SHRM-SCP  
Director, Human Resources Division