




**MATT TUERK**  
**MAYOR**

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**TO:** Allentown City Council  
**FROM:** Matt Tuerk, Mayor   
**DATE:** June 27, 2023  
**SUBJECT:** Nomination of Nadeem Shahzad

It is with great enthusiasm that I am nominating Nadeem Shahzad to become the City's Human Resources Director.

Nadeem comes to the city with over 18 years of experience in human resources. Most recently serving as Director of Human Resources at Delaware County, Pennsylvania.

Nadeem holds a master's degree in human resources and a master's degree in education. His experience in human resources and municipal government, along with his leadership skills, will be an invaluable asset to the city.

His salary will be \$128,000. I am honored to forward his name to you for confirmation.

Please contact me if you have any questions regarding Nadeem or his nomination.



# Nadeem Eli Shahzad

Global HR Executive | Transformative Education & Public Service Leader  
212-742-4923 | [nadeem@shahzad.co](mailto:nadeem@shahzad.co) | Swedesboro, NJ

## PROFESSIONAL PROFILE

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Global executive with expertise in human capital management, people operations, and workforce planning for healthcare, nonprofit, and educational industries. Proven success designing, implementing, leading, and evolving HR strategy. Excels at strengthening business systems, driving continuous improvement, and capitalizing on transformational opportunities. Deeply committed to equitable, inclusive, and transparent leadership.

## WORK HISTORY

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### Delaware County of Pennsylvania

2022 – Present

Director of Human Resources – Lead HR strategy and operations to advance the priorities of a comprehensive health and safety correctional facility.

- Provide guidance, support, and recommendations to business partners at all levels of leadership
  - Bring a vital HR perspective to stakeholder meetings and top team strategy sessions.
  - Train company leaders on inclusive, employee-oriented culture and philosophy.
  - Collaborate across functions to align HR strategy and action plans with healthcare goals.
  - Consult on best practices for talent acquisition, employee relations, and career development.
- Deploy coaching, learning, and leadership solutions to expand staff capability at all stages of their careers.
  - Introduced LIFO and DISC methodologies into performance management strategy.
  - Developed direct and indirect reports into a high-achieving HR organization.
  - Modernized the employee handbook, job descriptions, and other company collateral.
- Spearhead efforts to monitor, mitigate, and manage business impact of the COVID-19 pandemic.
  - Applied the right technology, budgets, and resources for successful remote work.
  - Certified the company to re-open safely after lockdown ended.
- Support end users to maximize their usage of HR systems, databases, solutions, and technology.
- Implement programs that strengthen leadership pipelines by identifying, retaining, and promoting top talent.
  - Created a gap analysis and salary guide to facilitate equitable and competitive compensation.
- Protect company assets and interests by enforcing conformance with federal, state, and local regulations.
  - Audit HR practices, analyze relevant data, and develop strategic recommendations.
  - Implement corrective / preventive actions as needed to ensure a culture of compliance.
  - Brief stakeholders on challenges, opportunities, and trends driving outcomes.
  - Manage the offboarding process to control sensitive situations and minimize business disruptions.

### Rowan College

2017 – Present

Professor – Provide academic instruction that empowers students to master challenging material, strengthen critical thinking skills, and develop core competencies.

- Customize teaching methods to meet the needs of individuals with diverse interests, abilities, and majors.
- Explain complex academic topics using clear and accessible terminology.
- Analyze outcomes, identify improvement opportunities, and adjust practices to foster student success.
- Courses include Project Management, Operations Management, HR Business Law, and Computer Science.



### New Jersey City University, Changchung, China

2017 – 2022

Faculty – Taught six-week classes that provided meaningful value for the school's satellite location in China.

- Aligned course content with professional standards, job market demands, and industry certification tests.
- Prepared students for career success by emphasizing collaboration and creative problem solving.

### Directional Services

2013 – 2020

Regional Vice President, Human Resources – Provided leadership and direction to human capital management functions, while serving on the executive team that shaped organizational strategy.

- Offered coaching, support, and guidance on HR topics, including complex, sensitive, or contentious issues.
  - Served as a trusted advisor to all levels of leadership, from front-line managers to the C-suite.
  - Interpreted and applied HR policies in a fair, equitable, and legally defensible manner.
  - Expertly managed all phases, elements, and milestones of strategic HR projects.
  - Collaborated across departments to facilitate timely, ethical resolution of potential liabilities.
- Created best practice frameworks for organizational development, recruitment, staffing, compensation, benefits, employment law, employee relations, and other workforce priorities.
- Designed change management efforts that built capability, strengthened culture, and improved outcomes.
- Minimized vulnerabilities and mitigated risks by enforcing compliance with EEOC, ADA, and FMLA regulations.
- Cultivated cross-departmental partnerships to gain support, commitment, and buy-in for shared goals.

### Nassau County of New York

2005 – 2012

Director, Human Resources – Designed, implemented, and operationalized strategies that drove business transformation and technology modernization.

- Orchestrated on-time, on-budget delivery of key County projects, from concept through implementation.
  - Managed the business requirement definition process across 35 departments.
  - Reviewed, analyzed, and approved functional specifications for optimal usability.
  - Monitored and managed project timelines to drive momentum towards key milestones.
  - Liaised with vendors to ensure compliance with time, quality, and cost objectives.
- Coordinated testing efforts that uncovered actionable insight into hardware / software performance.
  - Played a key role in developing test plans and scenarios.
  - Approved and managed execution of relevant activities.
  - Leveraged findings to develop strategic recommendations.
- Developed and documented SOPs that facilitated consistent, repeatable, and reliable project outcomes.
  - Established procedures to facilitate productive collaboration between the County and its vendors.
  - Overhauled or enhanced existing processes to eliminate systemic inefficiencies.
  - Recommended strategic improvements to stakeholders in the government and Legislature.

## EDUCATION AND CREDENTIALS

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MA in Education; Villanova University | MS in Human Resources; Long Island University | SHRM-AEP

Founder and CEO of Free Village School, a 501-C (3) that creates educational opportunities in Pakistan.