

Daryl L. Hendricks, Council President
Cynthia Mota, council Vice President
Candida Affa, Councilperson
Cecilia Ce-Ce Gerlach, Councilperson
Santo Napoli, Councilperson
Natalie Santos, Councilperson
Ed Zucal, Councilperson



Honorable members of the City Council,

I stand before you today as a candidate for the position of Director of Human Resources for the City of Allentown. It is with great enthusiasm and dedication that I present myself as the best choice to lead this essential department, ensuring the well-being and success of our city's most valuable asset – its people.

The role of the Director of Human Resources is pivotal in fostering a work environment that promotes growth, inclusivity, and productivity. I firmly believe that my experience, skills, and vision align perfectly with the responsibilities and challenges that this position entails. Allow me to highlight some key points that make me a suitable candidate for this crucial role.

First and foremost, I bring a wealth of experience in the field of human resources. Throughout my career, I have worked in diverse organizations, both in the public and private sectors, gaining comprehensive knowledge of the intricacies and complexities of HR management. My proven track record in developing and implementing effective HR strategies, policies, and programs has led to positive outcomes in employee engagement, retention, and overall organizational success.

Moreover, I understand the unique needs and challenges faced by public sector entities like the City of Allentown. Having served in similar capacities in other municipalities, I am well-versed in navigating the intricacies of government regulations, labor relations, and civil service requirements. I am confident in my ability to implement fair and equitable HR practices while maintaining compliance with all relevant laws and regulations.

One of my key strengths lies in fostering a culture of inclusivity and diversity within organizations. I firmly believe that a diverse workforce leads to increased creativity, innovation, and better decision-making. If appointed as the Director of Human Resources, I will actively promote and support initiatives that enhance diversity, equity, and inclusion in the workplace. By attracting and retaining top talent from all backgrounds, we can create a workforce that truly represents the vibrant fabric of our community.

Furthermore, I am a strong advocate for professional development and employee well-being. I recognize that investing in the growth and well-being of employees not only

Daryl L. Hendricks, Council President
Cynthia Mota, council Vice President
Candida Affa, Councilperson
Cecilia Ce-Ce Gerlach, Councilperson
Santo Napoli, Councilperson
Natalie Santos, Councilperson
Ed Zucal, Councilperson



improves their overall satisfaction but also leads to enhanced productivity and organizational effectiveness. I will prioritize the implementation of comprehensive training and development programs, employee wellness initiatives, and work-life balance policies to foster a positive and thriving work environment.

Lastly, effective communication and collaboration are the cornerstones of successful HR leadership. I am committed to maintaining open lines of communication with employees, department heads, and the City Council. By fostering transparent and collaborative relationships, we can work together to address HR challenges, implement best practices, and achieve the city's strategic goals.

In conclusion, I humbly request your support and appointment as the Director of Human Resources for the City of Allentown. With my experience, passion for HR, and dedication to fostering an inclusive and thriving work environment, I am confident that I can contribute significantly to the city's success. Together, let us build a stronger workforce, empower our employees, and drive the progress of Allentown. Thank you for considering my candidacy, and I am available to address any questions or concerns you may have.

Respectfully submitted.

Nadeem Eli Shahzad

June 28, 2023