

Contact

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Address

669 Washington Street
Easton, PA 18042

Education

2004

B.A. Political Science
Kutztown University

2004

Paralegal Certificate
Lehigh Carbon Community College

Expertise

- Employee and Labor Relations
- Training and Compliance
- Policy Creation and Implementation
- Recruitment and Onboarding
- Government and Community Relations
- Project Management

Software

Google and Microsoft Office Suites

Workday and other HRIS

Platforms

bSwift Benefits Administration
System

Nicole Pietrzak

Human Resources and Public Sector Leader

Seasoned public servant with extensive experience in project management, employee engagement and development, labor relations, government and community relations, and strategic planning.

Experience

May 2022 - Present

County of Northampton | 669 Washington Street, Easton, PA

Deputy Director of Human Resources

- Manages day to day operations of the Human Resources department and directly supervises department employees;
- Prepares annual budget proposal and monitors budgetary items throughout the year.
- Leading the transition from Civil Service to Career Service merit hiring at the Department of Human Services;
- Spearheading numerous modernization projects across the department with a goal to realize cost-savings, promote efficiency, and minimize environmental impact.

February 2020 - May 2022

Kean University | 1000 Morris Avenue, Union, NJ

Managing Assistant Director, Human Resources

- Worked in partnership with the leadership of the University's seven unions to address employee concerns and craft solutions;
- Served on the University's labor negotiation team and worked collaboratively with union leadership to promote equity and employee engagement through a series of signed agreements;
- Developed Kean's Equity in Action Postdoctoral program, an innovative program designed to promote diversity across Kean's tenured faculty.

February 2018 - September 2019

Office of New York City Comptroller | 1 Centre Street, New York, NY

Director, Bureau of Audit and Investigation

- Worked with Human Resources to address and resolve employee concerns for the 120 auditors on staff;
- Worked across City agencies to ensure compliance with the Comptroller's internal control directives;
- Ensured ongoing audit and investigation deadlines, as well as Charter-mandated auditing requirements were met;
- Served as project manager on key initiatives for the Bureau of Audit and Investigation;

January 2014 - February 2018

Office of New York City Comptroller | 1 Centre Street, New York, NY

Director of Executive Affairs and Planning

- Managed Executive Office operations for the New York City Comptroller; including leading the coordination of all aspects of daily appearances, travel, and security;
- Directed training, supervision, and evaluation of a staff of six entry to mid-level employees;
- Planned and implemented a citywide strategy to increase Comptroller's engagement with communities in every neighborhood across the five boroughs;
- Responded daily to emerging issues and shifting priorities within the office.