



HUMAN RESOURCES MANAGER



PORT CORPUS CHRISTI®



HUMAN RESOURCES MANAGER

Port Corpus Christi (PCCA) is currently seeking an experienced and highly motivated professional who under the direction of the HR Director is responsible for all aspects of day-to-day operations of the HR Department and administering Human Resources functions including: compensation, benefits administration, recruitment, compliance, policy implementation, performance management and employee relations.

ESSENTIAL FUNCTIONS

- Designs, modifies and executes Port Human Resource initiatives and ensures policies and procedures are in compliance with state and federal statutes.
- Collects and analyzes HR data, develops and makes recommendations to the Director of Human Resources in achieving strategic goals for the department and Port.
- Oversees HR/Payroll and Talent Management systems, record retention initiatives, the Port's policy manual and related procedural documents. Ensures internal policies and procedures conform to all laws affecting employment.
- Ensures employee information such as personal, compensation, benefits, performance and termination data is processed and maintained in an accurate and efficient manner.
- Coordinates the completion of necessary reports (EEO, Affirmative Action Compliance, etc.) and any other required government reports.
- Manages records for use in the employee benefit administration system and informs employees of Port benefits.
- Develops and designs appropriate communications to keep employees informed of policies, procedures and Port initiatives.
- Directs recruiting and hiring functions with Port departments.
- Ensures job descriptions are current.
- Manages performance evaluation programs.
- Oversees functions of the Human Resources Assistant.
- Administers the Port's random drug screening program.
- Works with the Payroll Administrator in processing of payroll, including review of processed payroll and back up in processing.
- Works with supervisors to draft and maintain job descriptions. Provide guidance for conformance with ADA requirements.
- Adheres to Port policy and ensures supervised staff does the same.
- Manages, supervises, and evaluates assigned staff, and recommends salary increases.
- Maintains good employee relations and assists subordinates with problem resolution.
- Regularly reviews the progress of work in the department.
- Drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives.
- Performs special projects as requested and related duties as assigned.
- Functions in pre or post-disaster preparedness as an essential employee.
- Performs related duties as assigned.
- Promotes safety awareness and environmental consciousness and complies with all applicable safety and environmental procedures and regulations in addition to complying with and adhering to PCCA policy
- Cultivates a culture promoting the SEAPORT values, maintains good employee relations and encourages a helpful environment where teamwork prevails.



CANDIDATE PROFILE

The preferred candidate for this position should be an organized, thorough, and disciplined individual with a focus on maintaining optimal integrity in support of the talent management initiatives at the PCCA. They must possess the following:

EDUCATION AND CREDENTIALS

- Bachelor's Degree from four-year accredited college or university (major in business or Human Resources management or related area preferred)
- HR Certification preferred
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Valid, current driver's license

EXPERIENCE & JOB KNOWLEDGE

- Six years of experience directly related to HR Administration
- Three years of experience working with HR/Payroll systems
- HR Certification such as HRCI PHR/SPHR or SHRM-CP/SCP preferred
- Supervisory experience required
- Bilingual (English/Spanish) preferred

ESSENTIAL PHYSICAL JOB ABILITIES

- Ability to perform essential job functions, including but not limited to, sitting, speaking, hearing, hand & finger movements, standing, walking, reaching, stooping, kneeling, lifting and/or moving up to 20 pounds, with or without reasonable accommodation
- Ability to work in a general office environment, with some exposure to the elements when visiting work sites
- Ability to operate light-weight highway vehicles and standard office equipment
- Ability to work the requisite hours to fulfill position objectives, including evenings and/or weekends, as needed

TECHNICAL SKILLS

- Demonstrated proficiency of the English language with strong reading, written, listening and verbal communication skills
- Effective business communication skills utilizing correct English including spelling, grammar and punctuation
- High degree of organizational skills and ability to prioritize and meet deadlines.
- Thorough knowledge of the principles and practices of Human Resources Administration and of the laws and regulations affecting Human Resources Administration practices.
- Effectively communicate with others orally and in writing often under complex conditions that require good judgment.
- Ability to read and interpret federal and state laws affecting Human Resources Administration practices.
- Ability to work independently with little or no supervision.
- Must be proficient in the use of a computer and related software programs including word processing and spreadsheet applications. Possess the ability to become proficient in document imaging software, financial and HRIS systems as well as other HR applications. Ability to use standard office equipment (telephone, copier, etc.).
- Ability to handle multiple tasks from inception to completion, handle heavy workload and work under deadlines
- Ability to set and adjust priorities, take initiative and exercise sound, mature, independent judgment
- Solid interpersonal, collaboration, and problem-solving skills



TECHNICAL SKILLS

- Professional, dynamic, energetic, self-starter with ability to maintain confidentiality, tact, diplomacy
- Ability to perform research, evaluate alternatives and provide recommendations
- Ability to represent the port effectively and to work well and positively with PCCA management and staff
- Ability to prepare clear, concise reports, notes, correspondence and other written materials and to review, revise and edit materials
- Proficiency in MS Office, including Word, Access and Excel, Outlook and other related applications
- Ability to understand, interpret and apply PCCA policies, tariffs, SEAPORT values, state/federal laws

COMPENSATION & BENEFITS:

Our employees enjoy a fabulous benefits package including:

Competitive salary paid bi-weekly	Tuition reimbursement
Texas County & District Retirement System (TCDRS) retirement system	Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum
457 deferred compensation plans	Paid leave (vacation/sick/bereavement)
Flexible Spending Account	Eleven paid holidays
Low-cost, high quality benefit package including health, dental & vision plan	Volunteer Time Off, Wellness Program & Health Club benefit

Salary commensurate with experience.

APPLICATION PROCESS

Interested and qualified candidates must apply online at www.portofcc.com on or before March 8, 2019, 4pm CST.

The successful candidate will undergo a background investigation.

PCCA is an Equal Opportunity Employer



ABOUT PORT CORPUS CHRISTI

MISSION

Leverage
commerce to
drive prosperity

VISION

To be the energy
Port of the
Americas

WHO WE ARE

- >100 million revenue tons in 2017 (4th in nation)
- >85,000 Port related jobs with 200 + Employees
- >\$335 Million State and Local Tax Revenue
- Over 25,000 acres under management
- Public Corporation and Texas Political Subdivision
- 10-Year \$1 Billion Capital Investment Project

IN THE LAST DECADE

- Significant Diversification of Cargo & Customers
- Operating Revenues of Nearly \$100 Million
- Total Assets in Excess of \$700 Million
- Capital Expenditures in Port Infrastructure exceed \$100 Million annually
- Environmental Investments > \$25 Million

PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.

PCCA is a recognized leader in environmental initiatives and stewardship

PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.

PCCA is protected by a state-of-the-art security department, with a fully sworn police force

PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.

PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.