



HUMAN RESOURCES SPECIALIST



PORT CORPUS CHRISTI®



HUMAN RESOURCES SPECIALIST

Port Corpus Christi (PCCA) is currently seeking an experienced and highly motivated professional to assist with the implementation, maintenance and support of Human Resource programs and talent management system modules. This position reports to the Director of Human Resources.

ESSENTIAL FUNCTIONS

- Supports the administration of the talent management system modules (applicant tracking, on-boarding, performance management, learning management, succession planning)
- Gathers, assimilates, analyzes and provides analysis from multiple data retrieval sources and assists in creating and providing HR metrics and reporting solutions for use in planning and forecasting
- Develops standard and ad hoc reports from talent management modules and multiple resources
- Develops workforce at a glance views of scorecards on employee performance, engagement and other key metrics to support strategic workforce planning
- Assists with the development of training resources, which support the effective use of talent management tools
- Develops user procedures, guidelines and documentation
- Provides technical and functional HR support
- Attends and participates in user group meetings/conferences
- Serves as the talent management system liaison to the IT Department
- Uses communication and interpersonal skills essential for interacting with staff, the public, and stakeholders
- Demonstrates proficiency using MS Office, including Word, Excel and Power Point, Outlook and other related applications
- Maintains highly confidential data effectively and works to ensure and maintain integrity of data
- Builds collaborative relationships across business units to gather feedback, identify needs and recommend solutions
- Assists in identifying and recommending methods to update, simplify and enhance HR processes and procedures
- Maintains effectiveness and job knowledge by welcoming educational opportunities, reading professional publications, forming networks and participating in professional organizations
- Enhances HR and PCCA's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- 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
- Provides assistance to senior management and office staff where appropriate
- Drives vehicle as necessary to complete assigned tasks and works required hours/shifts necessary to fulfill department objectives



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 in Human Resources, Business Administration, Information Technology or related field from an accredited public or private institution preferred
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Valid, current driver's license

EXPERIENCE & JOB KNOWLEDGE

- A minimum of 2 years of related HR experience required.
- Demonstrated knowledge of HR functional operations and HR information systems, principles, methods and practices
- Experience in formulating, analyzing, writing, and maintaining procedures
- Knowledge and skill in data and database management methods and practices 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
- Proven organizational and time management skills, proven attention to detail and creativity in fulfilling job responsibilities
- 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
- 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 may apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before February 15, 2019, 4pm CST.

PCCA leadership will review submittals and the most qualified candidates will be invited for a meeting to further discuss the position. 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.