



**SOUTH JERSEY PORT CORPORATION
NOTICE OF JOB OPENING
DATE: December 15, 2023**

HUMAN RESOURCES MANAGER

The South Jersey Port Corporation (SJPC) is seeking a qualified professional to fill the position of **HUMAN RESOURCE MANAGER**. The SJPC is an agency of the State of New Jersey, which builds, maintains, and operates marine terminals in the South Jersey Port District to create economic opportunities and to enhance the region's intermodal transportation system. The SJPC owns and operates the Joseph A. Balzano and Broadway Marine Terminals in the Port of Camden, the Salem Marine Terminal at the Port of Salem, and the Paulsboro Marine Terminal at the Port of Paulsboro.

The successful applicant will receive an annual compensation of **\$55,000.00 – \$67,500.00** exempt.

GENERAL SUMMARY:

Reporting to the Chief of Staff, the Manager, Human Resources will be responsible for human resource and administrative activities of the Port, including managing the corporation's recruitment process and employee benefit programs; preparing and maintaining employee files and reporting; assisting employees with inquiries pertaining to benefits, agency policies, and other relevant human resource functions. Must be able to manage sensitive and confidential matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Manages the recruitment process, including maintaining a qualified workforce, screening applicants, interviewing candidates, hiring, and new employee orientation.
- Manages the on-boarding process for new employees, including the preparation of intake forms, scheduling all necessary pre-employment medical examinations.
- Interprets, disseminates, and ensures all staff are in compliance with agency policies, procedures, and collective bargaining agreements.
- Research and analyze HR analytics to provide agency leadership with data driven decision making support to improve workforce processes and promote positive employee experiences.
- Serve as one of the agency's Equal Employment Opportunity (EEO) Complaint In-Take Officer and handle and/or guide managers and supervisors in all disciplinary matters.
- Develop employee workplace training program
- Provides internal employee health insurance administration and assistance to employees.
- Provides internal COBRA insurance administration.
- Provides internal workers' compensation and disability administration.
- Prepares all annual incentives reports.
- Maintains all employee personnel files.
- Provides internal administration of pension, pension insurance, pension loans, and deferred compensation programs.
- Maintains and updates records of employee insurance coverage. Executes payments to employee benefits provider.
- Assists with maintaining and updating employee job descriptions.
- Maintains current copies of employees' driver's licenses in support of the Corporation's automobile and liability insurance policies.
- Assists with timekeeping tasks regarding employee attendance, vacation, sick and personal time, as well as FMLA and other leaves of absences. Tracks training and probationary hours. Assists with the preparation of monthly and annual reports and union classification lists.
- Maintains data within the Attendance on Demand System and the Evolution Payroll System services, or their successor systems.
- Prepares and maintains OSHA logs and reporting.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To successfully perform in this position, an individual must be able to perform the requirements listed below. They are representative of the knowledge, skill, and/or ability required.

- Individual must have a Bachelor's degree and 3 years' experience or an Associate's degree and 5 years' experience.
- Must obtain requisite Human Resource professional certifications within one year of hire date, including Equal Employment Opportunity Commission (EEOC) certification.
- Must have above average Microsoft Office Suite, including Outlook, Word and Excel, and overall proficient computer skills.
- Knowledge of Federal, State and local regulations, including FMLA, ADA, EEOC, OSHA, FLSA, Workers' Compensation and Leaves of Absences. The successful candidate must be able to obtain SHRM and EEO Complaint certifications within one year of hire.
- Must possess a Federal Transportation Identification Credential issued by the Transportation Security Administration.
- Must be a resident of the State of New Jersey.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics - Works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

WORK ENVIRONMENT: The nature of the Port and its security are 24-hour, 7 days a week operation. Thus, the employee performing this job must be available at virtually any time if a security issue or emergency arises. It is the employee's responsibility to stay in contact with management and to be available when and if management and staff need to contact the employee in this job. Employee may encounter U.S. Coast Guard, U.S. Customs and Border Protection or other federal representatives during the course of performing duties and must cooperate fully.

- Frequent walking, standing, bending, and occasional sitting.
- While performing this job's duties, the employee is exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat.
- The noise level in the work environment is moderate to loud.

Security documents and information are classified as SENSITIVE SECURITY INFORMATION (SSI). These records contain SSI that is controlled under the provisions 49CFR1520. No part of these records may be disclosed to persons without a "need to know" as defined in 49 CFR Part 1520, except with written permission of the administrator of the TSA. Unauthorized release may result in a civil penalty or other action. For U.S. Government Agencies, public disclosure is governed by 5 USC 552 and 49CFR1520."

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions as covered under the Americans with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required. Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the "essential functions" of the position, with or without reasonable accommodation.

HOW TO APPLY:

Interested parties should submit a resume and a cover letter outlining reasons for their interest in the position, including detail on the aforementioned responsibilities, attributes, and qualifications addressed to the attention of Human Resources in electronic format to careers@southjerseyport.com.