

Posting Period

August 21, 2015 –
Open Until Filled

Compensation

Starting salary range is
\$4,665/mo - \$6,064/mo

*represents min to mid of range.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Human Resources

Reports To

Chief Human Resources
Officer



For question or inquiries, please contact the Human Resources Department at hr@portoftacoma.com



Job Summary

Under the direction of the Chief Human Resources Officer (Chief HRO), performs a variety of highly responsible professional, technical and analytical activities in support of one or more functional areas of the Port's Human Resources department. This includes, but is not limited to, supporting the HR management team and the Chief HRO as they carry out the strategic goals of the department in the areas of Recruitment, Labor Relations, Benefits, Training, and Strategic Planning.

Essential Functions and Duties

- Provides professional support to the Labor Relations function, including negotiations, contract administration and compliance and Labor Relations Committee.
- Develops, plans and conducts employee recruitment and selection activities for assigned job classes.
- Responsible for administering HRIS system, including but not limited to VISTA HR transaction, HR recordkeeping in Safe (CabNG) , and oversight of the Memorandum for Personnel Action (MPA) process.
- Manages the HR records process and acts as HR records manager to ensure compliance with the Public Records Act and all applicable regulations. Completes employment verifications.
- Manages employee engagement and communication activities; day-to-day department budget, invoices and contracts. Responsible for coordinating the Port staffing budget and ensuring accuracy of data in Prophix.
- Provides professional support to HR Managers in the areas of labor relations, recruitment, compensation and benefits, employee relations and training.
- Performs all other duties as assigned.

Required Experience and Education

Minimum education required for satisfactory performance of the position's duties and responsibilities is as follows: A Bachelor's degree in business, human resources management or a related field.

Previous job experience required is 3-4 years in HR generalist role in a variety of functional areas in Human Resources. A minimum of 2 years of direct experience in labor relation and/or recruitment/hiring required. Ability to compile/compose business reports, take meeting minutes and draft general business correspondence required. Experience with handling highly sensitive and confidential documents is also required. PHR or SPHR is desired.

Human Resources Generalist - Recruitment #318

Knowledge, Skills, Abilities & Other Work Characteristics

Must have strong verbal, written, analytical and interpersonal skills, including demonstrated ability to deal with sensitive human resources issues with tact and diplomacy. Must be able to work independently and utilize sound professional judgment and possess problem solving skills. Must be able to handle confidential documents and information. Must be detail oriented and accurate. Must have demonstrated ability to work cooperatively with diverse staff, the public and coworkers and possess excellent administrative and organizational skills. Must be proficient in Microsoft Office. Must have strong ethics and integrity. Strong influence, presentation and problem skills are desired.

Individual must demonstrate the ability to help develop and lead others to align with the vision, goals, and core values desired at the Port of Tacoma. Demonstrate enthusiasm, vitality and creativity; demonstrate a strong customer service attitude and treat all individuals with courtesy, dignity and respect. Actively support and clearly communicate the overall mission of the Port and work to support the objectives of Port departments and Lines of Business, the Northwest Seaport Alliance and the Port.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

