



SOUTH JERSEY PORT CORPORATION
NOTICE OF JOB OPENING
DATE: November 3, 2025

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 **\$75,000 – \$85,000, based on knowledge and experience.**

The position is exempt, subject to the Fair Labor Standards Act.

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 Officers 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. Maintains and updates records of employee insurance coverage. Executes payments to employee benefits provider.
- 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, deferred compensation programs, and Defined Contribution Retirement Program.
- 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 Primepoint HRIS, or its successor systems.
- 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) and Society for Human Resource Management (SHRM) 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.
- Must possess a Federal Transportation Worker Identification Credential (TWIC) 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.
- Exceptional proficiency in HRIS/data management systems and Microsoft Excel for accurate data entry, analysis, and reporting (e.g., turnover, compliance, compensation).
- Demonstrated ability to ensure the accuracy and integrity of HR data across all platforms, with strong skills in data processing and report generation.
- Demonstrated ability to calculate and troubleshoot payroll, pension, and other mathematical/financial matters as they pertain to benefits and compensation.
- High attention to detail and proven competency in handling large volumes of data, including advanced skills in using spreadsheets and HR software for efficient and precise data processing and reporting.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Experience working with a unionized workforce, including exposure to collective bargaining agreements and labor relations.
- Familiarity with the principles and practices of labor relations, with experience managing HR functions within a unionized workforce.
- 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 an 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 quiet to moderate while in the office, but may be moderate to loud when on the terminal.

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 by November 24, 2025.