
Alabama State Port Authority Job Description

Job Title: **Human Resources Manager**

Job Class: **Corp**

Job Code:

FLSA Status: **Exempt**

Job Summary

This position is responsible for managing the day-to-day operations of Human Resources programs and activities for the ASPA.

Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all of the duties which may be performed.)

1. Coordinates and implements HR policies and processes.
2. Administers and/or oversees the administration of human resources programs including, but not limited to compensation, benefits, leave, disciplinary matters, performance, and recruiting.
3. Advises employees and applicants on policies and procedures.
4. Resolves employee conflicts, conducts investigations, and fosters a positive company culture.
5. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, recommends best practices.
6. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
7. Performs other duties as assigned.

Supervisory Responsibility

Incumbents in this job typically supervise Human Resources team members and other clerical administrators. The HR Manager is also responsible for training, developing, assisting and assigning tasks to these employees. They are also responsible for the performance reviews of these employees.

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	Four-year college degree	Human Resources Management, Business Administration, Communications or related field
Experience	10 years	Progressively responsible experience overseeing functional areas of Human Resources such as compensation/payroll, benefits, recruiting, training and performance review processes.

Substitutions allowed for Education: Experience may substitute for education on a year-for-year basis beyond the required experience.

Substitutions allowed for Experience: Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge:

Demonstrated success in past related roles, project management skills, organizational navigation, and communication.

Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

Strong working knowledge of Microsoft software in a PC environment including Word, PowerPoint, Excel, Outlook, and Teams.

Experience in HRIS software, preferably UKG.

Certification or Licensure Requirements

SHRM-CP or SPHR preferred but not required.

Physical Requirements/ADA

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.