

## COMMONWEALTH PORTS AUTHORITY

Code 131a

### Position Description

#### HR ADMINISTRATOR

##### *Nature of Work*

Employee performs professional work of considerable difficulty overseeing a wide range of administrative functions related to human resource management, employee development, coordination, and evaluation of the human resources functions for all CPA employees. Primary responsibilities include benefits, compensation, and development of personnel policies and procedures, employee relations, developing and implementing training programs and a broad range of human resources tasks.

Work is highly technical in nature and reviewed through conferences with the Executive Director, Deputy Director, and Personnel Affairs Committee of the CPA Board of Directors. Employee exercises independent judgment in solutions to situations or problems in which no clear precedents exist.

##### *Example of Duties (illustrative)*

1. Develops and administers various human resources plans and procedures for all CPA employees.
2. Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems.
3. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary survey and develops merit pool (salary budget); analyzes compensation; monitors performance evaluation program and revises as necessary.
4. Develops, recommends, and implements personnel policies and procedures; and prepares and maintains handbook on policies and procedures.
5. Develops and maintains affirmative action program; maintains other records, reports, and logs to conform to EEO regulations.
6. Processes personnel action forms and assures proper approvals; disseminates approved forms.
7. Conducts recruitment effort for all exempt and nonexempt personnel; writes and places advertisements; reviews all employment applications; schedules and conducts employment interviews and submits recommendations for hire to Executive Director; and prepares paperwork for new hires.
8. Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains company organization charts and employee directory.

9. Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
10. Performs other incidental and related duties as required and assigned.

***Minimum Requirements of Work***

1. Knowledge of the specific functions of each department at CPA.
2. Knowledge of CPA as an autonomous agency, rules, regulations, and procedures.
3. Ability to apply principles and theories of human resource functions proficiently.
4. Ability to communicate effectively in writing and orally on matters relating to human resource functions.
5. Acts as a role model within and outside of CPA; maintains a positive and respectful attitude.
6. Demonstrates organizational skill, flexible and efficient time management and ability prioritize workload.
7. Establishes and maintains effective working relationships with members of the Board, management, department heads and employees.

***Minimum Qualifications***

A Bachelor's Degree and five (5) years' Human Resources experience, OR a Master's Degree in Human Resources Management, OR nine (9) years experience in the HR field, OR any appropriate combination of education and experience.

Shall have no record of felony or criminal conviction.

***Pay Range***

Pay Level : 20  
Minimum : \$1,468.28 bi-weekly or \$18.35 per hour (PL20/1).  
Maximum : \$2,511.22 bi-weekly or \$31.39 per hour (PL20/12).

Adopted by CPA Board: *Approved April 2009*  
*Revised and Adopted by CPA Board on December 21, 2016.*