

Administrative Services Assistant 3

Region 2 Human Resources Office 1 position available

The TDOT Region 2 Human Resources Office is seeking qualified professionals with a background in HR, benefits, and administrative support services. This position will perform HR and administrative duties supporting TDOT Offices and employees over a 24 county area of Tennessee. The duties of this position will include:

- Aiding in the dissemination of information to all Region 2 Offices regarding deadlines to perform the various steps in the Edison payroll process.
- Coordination/Support of TCRS and Insurance for Region 2 by dissemination of information to all Region 2 Offices and employees.
- Performing individual counseling of employees concerning State Insurance and State Retirement Benefits. Problem resolution of employee retirement and insurance situations by coordinating actions between employee, TDOT Payroll, and Benefits Administration.
- Performing new employee intake with explanations of State Policies and Procedures including explanations of State Benefits.
- Preparation of HR transaction forms such as appointments, promotions, separations, leaves, returns from leave and maintaining all appropriate records of those transactions.
- Assisting in the preparation and submission of position announcements in NeoGov for appointments and promotions in Region 2.
- Following the appropriate State Procedures and steps for the purchase and payment of Region HR related items and services.
- Coordination of Regional Support Services such as mail services, training of new administrative personnel, and monitoring office supplies usage and balances for regional stockroom.
- Supervision of Region 2 HR Office administrative staff and completion of Performance documents within the designated time frames.