

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.

Role of the Human Resources Division:

The TDOT Human Resources division sets the vision and strategic direction for developing TDOT's greatest assets – our people. The division empowers the organization by ensuring the effectiveness and advancement of individual employees and the organization. The division develops, implements, and supports policies and procedures that reflect equal opportunity, diversity, and our values and principles. The division provides organizational planning, workplace operations, technology integration, talent progression, and resource development to create a workplace where people and industry thrive.



Workforce Development & Talent Acquisition Human Resources Business Partner

Human Resources Division – People and Talent Development Section

Nashville, TN

\$110,000 - \$117,000 annually

Job Overview

The Workforce Development & Talent Acquisition Human Resources Business Partner (HRBP) will lead, mentor, and develop the Workforce Development and Talent Acquisition Team through guidance, communication, and collaboration. This position will implement work plans that align with the Human Resources Division's strategic vision while assigning work, providing oversight and direction, and ensuring team members have the guidance and resources needed to be successful. Working in a matrix organization, the Workforce Development & Talent Acquisition HRBP will oversee statewide workforce development programs and talent acquisition services that support TDOT's current and anticipated staffing, talent pipeline, and workforce readiness needs. This position reports to the People and Talent Development Manager.

This position will develop and communicate policies, program frameworks, methodologies, tools, resources, procedures, and guidance for statewide workforce development and talent acquisition programs and services. The Workforce Development & Talent Acquisition HRBP will provide direction and expertise in recruitment planning, sourcing, outreach, selection support, and recruitment technology. The position will also provide direction and expertise in the design and delivery of mentorship, Graduate Transportation Engineer (GTE), internship, co-op, apprenticeship, and related workforce development programs. This position will establish and monitor employee performance plans, program and service schedules, performance measures, and expected outcomes. The HRBP will also research and pilot national best practices that improve the quality, efficiency, and effectiveness of TDOT's workforce development and talent acquisition services.

Essential Job Responsibilities

Provide direction and oversight to the Workforce Development and Talent Acquisition Team in delivering statewide recruitment services and workforce development programs. Assign and monitor work across recruitment, candidate outreach, selection support, and hiring documentation, as well as across mentorship, early-career, and workforce pipeline initiatives. Provide additional oversight of executive, technical, professional, and difficult-to-fill recruitment and complex or high-risk workforce development matters. Address unanticipated challenges and adjust team priorities to meet TDOT's staffing, talent pipeline, and workforce readiness needs.

Integrate quality management standards into Workforce Development and Talent Acquisition work products, programs, processes, and services to ensure compliance with established Quality Assurance guidelines. Monitor recruitment services and workforce development programs for accuracy, timeliness, consistency, and effectiveness, and address identified performance, training, resource, or technology needs.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold self and others accountable throughout the process.

Collaborate with statewide HR staff, hiring managers, division leadership, subject matter experts, and internal and external partners to use workforce planning information, succession risks, capability needs, and talent gaps to establish recruitment and workforce development priorities. Translate those priorities into candidate pipelines and workforce programs that support current and anticipated workforce needs. Provide consistent service to applicants, candidates, program participants, and partners by exercising effective listening skills, providing timely and accurate responses, maintaining complete documentation, and communicating requirements clearly.

Develop and oversee statewide workforce development, university recruitment, and employer outreach strategies that build candidate pipelines for engineering, technical, professional, and difficult-to-fill positions. Design, govern, and coordinate mentorship, Graduate Transportation Engineer (GTE), internship, co-op, apprenticeship, and related workforce development programs. Establish program frameworks, workflows, and evaluation models that support scalable, consistent, and sustainable implementation across regions and divisions.

Guide the development and implementation of Workforce Development and Talent Acquisition policies, manuals, procedures, standards, guidelines, tools, documentation requirements, and performance measures. Oversee complex or high-risk matters, including executive searches, difficult-to-fill positions, applicant or participant concerns, selection-process issues, program eligibility questions, and other matters requiring additional review or guidance. Review program and recruitment documents and reports, identify compliance and service-delivery risks, and recommend appropriate actions.

Research and implement national best practices related to workforce development and talent acquisition programs, processes, and procedures. Review recruitment activity, applicant sources, time-to-fill, program participation, completion, stakeholder feedback, and other available data to evaluate outcomes and identify improvements. Collaborate with the Information Technology Division to support applicant tracking and program management systems, data accuracy, reporting, and compliance with applicable federal and state requirements and TDOT policies and procedures. Participate in peer exchanges with state and local governments, academic institutions, and industry partners to share best practices and lessons learned.

Manage assigned Workforce Development and Talent Acquisition contracts, vendors, and external partners by developing or assisting with scopes of work and contract documents, coordinating deliverables, reviewing invoices and supporting documentation, monitoring vendor performance, and overseeing the delivery of procured products and services. Manage assigned Workforce Development and Talent Acquisition resources, staff utilization, and budget allocations to support approved programs, activities, and services.

Establish and communicate performance goals and measures for the Workforce Development and Talent Acquisition Team. Assign and monitor work, provide ongoing feedback and coaching, complete timely performance evaluations, and ensure expected outcomes, performance, and accountability while fostering a fair, consistent, and professional work environment.

Ensure Workforce Development and Talent Acquisition work products, programs, and services are consistent, predictable, and repeatable to support high levels of achievement, mitigate risk, and establish a record of success. Monitor recruitment and workforce development results, identify process or service-delivery issues, and implement

improvements that support TDOT's staffing, talent pipeline, and workforce goals.

Qualifications

- Bachelor's degree
- 5 years of combined demonstrated competency in Human Resources or a related field, including experience developing, implementing, and overseeing workforce development and talent acquisition programs, processes, or services

Preferred Qualifications

- Society for Human Resource Management (SHRM) Certified Professional
- Human Resource Certification Institute (HRCI) Professional in Human Resources or Senior Professional in Human Resources credential
- At least 5 years of broad workforce development and talent acquisition experience, including experience recruiting for engineering, technical, professional, and difficult-to-fill positions and developing or overseeing mentorship, internship, co-op, apprenticeship, or related talent pipeline programs
- At least 3 years of leading people

Ideal Candidate

The ideal candidate is a people-centered, strategic leader who builds trust and brings energy and purpose to their work. They are genuinely curious about what motivates people and connect well with individuals across different roles, backgrounds, and perspectives. They balance creativity with structure and bring clarity when priorities are complex or changing. They are resourceful, persistent, organized, and dependable, with the judgment to handle sensitive matters fairly and discreetly. They communicate with credibility and enthusiasm, follow through on commitments, foster collaboration, and help others grow and succeed.

General Work Conditions

- This position has a hybrid work schedule of three days in the office and two days working from home
- This position will require travel including overnight

How to Apply:

Application for this position requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages.

The two items should be emailed to TDOT.Careers@tn.gov by Monday, October 19, 2026.