

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

The Department of Transportation (TDOT) has 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this position please see job specification link:

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=99977&viewOnly=yes>



Human Resources Coordinator Administrative Services Assistant 4

Region 3

Location: Nashville, TN

Compensation: Starting at \$3,053/month

Overview

The Tennessee Department of Transportation is currently hiring a full time Administrative HR Coordinator professional for our Region 3 location in Davidson County. The Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the county. TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, cycling and walking.

Responsibilities

Directly responsible for the overall administration and coordination of the human resources function for approximately 800 employees.

Coordinates Region's staffing needs by recruitment and job announcement efforts for all regional vacancies; coordinates reference checks, job offers, new employee orientation and separations.

Assists with organizational development and training, payroll, classification and compensation matters, health and safety, and Region-wide supply and purchasing.

Manages all employees of the regional administrative unit and is responsible for the performance management and hiring of the employees with that unit.

Monitors employee eligibility for benefit plans.

Establishes and maintains electronic department records and reports; and evaluates reports, decisions and results of department initiatives in relation to established goals.

Qualifications

Bachelor's degree or Master's degree preferred

Four (4) years of full-time professional Human Resources and Administrative work

Requires the application of professional HR knowledge and personal judgment to resolve a variety of HR technical personnel and management issues in a high-paced environment.

Capable of relating to individuals at all levels within the organization.

Supportive of the business needs, state-wide initiatives, and employee goodwill.
Knowledge of compliance with all federal state and local employment laws

Substitution of experience for required education