

# **HR Generalist 3 – Employee Relations**

## **Human Resources – 1 position, Chattanooga, TN**

The HR Generalist 3 in Employee Relations assists in communication between employees and supervisors, corrective action and planning, disciplinary actions, and explanation or clarification of policies and procedures for approximately 800 employees. This position requires an extremely perceptive and organized person who is capable of relating to individuals at all levels within the organization. This position requires the application of professional HR knowledge and personal judgment to resolve a variety of HR personnel and management issues in a high-paced environment. The HR Generalist 3 in Employee Relations must be sensitive and supportive of the business needs, statewide initiatives, and employee goodwill.

### **Essential Functions**

- Oversees administration of the established statewide Performance Management system and provides answers to all employee performance-related questions. Audits performance plans of individual employees to ensure compliance with applicable State laws, rules, and policies.
- Provides sound advice to employees, supervisors, and management regarding coaching performance, disciplinary issues, employment laws, State policies and rules, and other employee relations issues. Ensures that all disciplinary procedures comply with applicable laws, rules, and policies.
- Utilizes professional HR knowledge of performance management, performance improvement plans, and mediation to resolve conflicts among employees.
- Performs investigations of employee complaints using established internal procedures. Drafts investigative finding reports to brief management of investigative outcomes and recommends training or disciplinary action in response. Applies sound knowledge of the requirements of Title VII of the Civil Rights Act of 1964 and the Tennessee Human Rights Act.
- Facilitates training to large groups of employees using a blended approach to learning, to include classroom instruction, promotion of online learning tools, and creation of multimedia and/or print materials.
- Assists employees with issues involving worker's compensation, leave and attendance policies, and return to work. Applies sound knowledge of applicable laws, including but not limited to, the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA).
- Ensures compliance with all federal, state, and local employment laws. Ensures the confidentiality of applicable personnel records.
- Evaluates reports, decisions, and results of department initiatives in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in the efficiency of the Department and services performed.



- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. This position reports to TDOT Headquarters Human Resources in Nashville and is physically located in Chattanooga, TN at the Region 2 headquarters campus.
- This position may require long hours and weekend work at times, as well as occasional travel within the State of Tennessee.

**Qualifications**

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources work.
- Qualifying full-time professional or paraprofessional human resources experience may be substituted for the required education on a year-for-year basis to a maximum of four years (equivalent to seven full-time years' experience without a bachelor's degree).
- Professional experience and knowledge related to employment laws and/or conflict resolution preferred.