

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.



Human Resources Region Team Lead

Human Resources Division – Employee Engagement Section
Region 2 – Chattanooga, TN
\$103,848 annually

Job Overview

The Human Resources Region Team Lead will lead, mentor, and train the Region's Human Resources Team through empowerment, communication, and collaboration. This position will implement work plans that align with the Human Resources Division's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources for their employees to be successful. The Human Resources Region Team Lead works in a matrix organization, providing Human Resources support to all employees geographically located within the region regardless of their reporting structure. This position reports to the Headquarters' Employee Engagement Manager.

This position will implement policies, training, procedures, manuals, and governance required to implement statewide programs and will develop, manage, and facilitate methodologies, tools, resources, and guidelines for People Systems and Program Operations, Employee Engagement, and People and Talent Development functions within the Regions.

The Human Resources Region Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. They will pilot national best practices that drive innovation and efficiency within each unit of the Region HR Team.

Essential Job Responsibilities

Manage resources, staff utilization, and the program to provide People System and Program Operations, Employee Engagement, and People and Talent Development programs.

Establish and ensure a direct relationship between quality and work outcomes by developing and implementing frameworks, policies, and procedures standards.

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

Lead the Human Resources' Region Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt

responses, maintaining complete and accurate documentation, and communicating effectively.

Establish performance goals and measures for the team, provide feedback, and identify areas for improvement. Provide input on national best practices and incorporate research, evaluations, and implementation of emerging technologies, while developing and implementing technology in partnership with the TDOT Information Technology Division that ensures program success while guaranteeing compliance with Federal and State Human Resources laws, regulations, policies, and standards.

Assist in ensuring the development of People System and Program Operations, Employee Engagement, and People and Talent Development work products and services are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree
- 5 years of demonstrated advanced competency in Human Resources or a related field.

Ideal Candidate

The Human Resources Region Team Lead is the face of Human Resources in the Region. As ambassadors of Human Resources, they play a critical role in TDOT's current and future success. The Human Resources Region Team Lead has strong relationships with their team, customers, and Headquarters Human Resources. They are passionate about serving employees. They have a balance of subject matter expertise and empathy to solve critical challenges and provide deeper knowledge and understanding of critical organizational processes. The Human Resources Region Team Lead responds well to shifts in the business environment to find customer-centric solutions. They demonstrate an openness to working and specializing in the day-to-day administration and operation of Human Resources. They enjoy working directly with employees and leadership and can resolve conflicts and problems quickly.

Application Instructions

Applications must be submitted online in order to be considered for the position. Please submit one application for consideration. Interested applications should apply online at:

- <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
- Select TDOT TEAM LEAD – 03192024- 56015