

## 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 (HR) Support HR Generalist 1 Human Resources Division – Employee Engagement \$48,684 - \$60,936 annually

### Job Overview

The Human Resources (HR) Support HR Generalist 1 supports the Employee Engagement Section in planning, coordinating, and implementing activities that promote a positive workplace culture and reinforce TDOT's strategic priorities. This role supports core HR support functions by executing technical tasks, including routine HR transactions, employee relations activities, and onboarding processes.

The HR Support HR Generalist 1 ensures efficient and consistent delivery of HR services across TDOT Regions and Headquarters and contributes to an impactful employee experience by completing technical tasks, addressing standard employee inquiries, and promoting a culture of civility, engagement, and operational excellence. The position reports to the HR Support Team Lead in the Region.

### Essential Job Responsibilities

Assist with preparing and processing routine HR transactions, including advertisements, appointments, transfers, promotions, leave requests, and updates to employee data. Ensuring entries are accurate and compliant with departmental and state recordkeeping requirements, and coordinate with the Region HR Support Team to resolve discrepancies or issues.

Support new hire activities by coordinating logistics, preparing orientation materials, gathering required documentation, and assisting new employees with onboarding processes. Ensure new employees have a valuable and efficient experience that aligns with TDOT standards and fosters positive employee engagement.

Provide responses to standard employee inquiries related to HR policies, pay schedules, and basic benefit processes, escalating more complex or sensitive questions to senior staff when necessary. Deliver clear, consistent, and accurate guidance with professionalism and care.

Utilize the HR systems and processes to monitor and maintain employee files, records, and logs to ensure alignment with records retention standards. Assist in organizing and updating HR documents, onboarding checklists, and audit materials to support compliance and operational consistency.

Assist with coordinating recruitment-related logistics, including posting job vacancies on Tennessee and TDOT platforms, scheduling interviews, and organizing applicant

documentation. Assist in monitoring and maintaining detailed records related to the candidate selection process and routing documentation for review and approval.

Participate in reviews of HR support workflows, tools, and work products to identify opportunities to increase consistency, improve accuracy, and strengthen compliance, ensuring that routine support functions align with TDOT HR policies and expectations.

Support leave program administration by maintaining accurate records and documentation for FMLA, workers' compensation, and other qualifying leave events. Collaborate with team members to ensure proper routing, tracking, and communication regarding leave-related matters.

Assist with delivering employee engagement programs by preparing communication materials, tracking participation, and coordinating logistics for activities, events, and campaigns. Promote a respectful, inclusive, and collaborative workplace culture.

### **Qualifications**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree

OR

**Substitution of Experience for Education:** 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.

### **Ideal Candidate**

The Human Resources (HR) Support HR Generalist 1 is a dependable and service-oriented team member who brings strong organizational skills, attention to detail, and a commitment to accuracy in supporting employees and teams. They demonstrate professionalism, discretion, and approachability in all interactions, fostering positive relationships with colleagues and stakeholders. With effective communication skills and a willingness to learn, the HR Generalist 1 contributes to the success of HR Support operations and helps promote a respectful, responsive, and high-performing workplace culture.