

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.



Employee Engagement Human Resources Generalist 3

Human Resources Division – Employee Engagement

\$60,000 - \$68,329 annually

Job Overview

The Human Resources (HR) Generalist 3 serves as a senior HR professional, overseeing and enhancing the implementation of HR processes, policies, and programs that align with Human Resources strategic objectives. This position ensures the successful operation of people systems and programs, employee engagement initiatives, and people and talent development efforts. The HR Generalist 3 provides advanced-level guidance and analysis, contributing to HR compliance, efficiency, and continuous improvement.

The HR Generalist 3 plays a critical role in compensation, benefits, and leave administration, providing in-depth support for employee inquiries regarding pay structures, salary adjustments, and complex benefits enrollment. This role analyzes and interprets compensation and benefits policies to ensure compliance with departmental, state, and federal regulations while offering strategic recommendations to HR leadership on pay equity and classification adjustments.

The HR Generalist 3 oversees recruitment and hiring efforts, refining job descriptions, managing applicant tracking, and ensuring compliance with Tennessee and TDOT hiring standards. They support employee relations, resolve workplace conflicts, interpret HR policies, and guide management on complex personnel matters. This role also ensures HR data integrity through advanced reporting and compliance reviews in Edison, while mentoring and guiding junior HR Generalists.

Essential Job Responsibilities

Conduct quality reviews of HR policies, procedures, processes, and work products to ensure compliance, accuracy, and effectiveness. Identify gaps, inefficiencies, and inconsistencies, recommend improvements, and provide data to enhance HR operations and promote data-driven decision-making. Implement quality assurance frameworks and guidelines to standardize HR workflows and promote best practices. Administer salary and classification processes, conducting pay equity reviews, salary adjustments, and classification determinations. Ensure compliance with policies and regulations while resolving discrepancies and supporting workforce planning.

Serve as the primary coordinator for the administration of leave management, Family Medical Leave Act (FMLA), workers' compensation, and other qualifying leave programs. Review and assess complex leave cases and provide data-driven recommendations to leadership on policy improvements and risk mitigation.

Oversee recruitment, hiring, and onboarding efforts, ensuring job descriptions align with Tennessee and TDOT classification standards. Develop and implement

competency-based interview processes, conduct candidate evaluations, and provide hiring recommendations and salary analysis to management to support fair and merit-based selections. Manage all employee lifecycle transactions, including onboarding, transfers, promotions, leaves, and offboarding, ensuring accuracy and compliance with HR processes.

Manage complex benefits-related inquiries regarding health coverage, retirement plans, and special programs, ensuring compliance with state and federal regulations. Provide guidance on eligibility, policy interpretation, and issue resolution.

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

Act as a strategic HR advisor, interpreting and applying HR policies while providing guidance to employees and management. Ensure consistent and equitable application of HR procedures, assist in fact finding for complex HR inquiries, investigations, and complaints, and support best practices in workforce management. Ensure HR data integrity and compliance by overseeing employee records, benefits, payroll, and workforce trends in Edison. Review and analyze HR metrics and provide leadership with actionable insights to enhance operational efficiency.

Foster a positive and inclusive workplace culture by advising leadership on employee engagement strategies, conflict resolution, and workforce development initiatives. Ensure proactive issue resolution while maintaining professionalism, confidentiality, and alignment with organizational goals.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources work.

OR

Substitution of Education for Experience: Additional graduate coursework in human resources administration or other related acceptable fields may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

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 HR Generalist 3 is a strategic and customer-focused professional who thrives in a dynamic environment, balancing compliance with a people-first approach. Highly analytical and detail-oriented, they excel at interpreting complex regulations and translating them into practical, actionable solutions. Their strong interpersonal skills and emotional intelligence enable them to build trust, foster collaboration, and effectively advise both employees and leadership. They bring a proactive, innovative mindset to the recruitment process, ensuring a positive candidate experience and helping to build a diverse, high-performing workforce. Adaptable and forward-thinking, they anticipate workforce challenges, navigate change with confidence, and contribute to a positive, inclusive, and future-ready workplace culture.

General Work Conditions

Yes / No

- ☒ ☐ Is this position generally performed in an office environment?
- ☐ ☒ Will work for this position be frequently performed in a field environment and may sometimes require working in inclement weather, working in a construction site, being exposed to heavy construction equipment, and doing extensive walking?
- ☐ ☒ Is this position a combination of office and field environment?
- ☒ ☐ Is an alternative work schedule including work from home eligible for this position? If yes, how many days will it be work from home and how many days in office?
 Days from home: up to 2 days
 Days from office: up to 3 days
- ☐ ☒ Is this position required to work under exposure to inclement weather and environmental conditions?
- ☒ ☐ Will this position require travel including overnight?

Physical Requirements	Select the frequency of each physical activity. The activity must be related to the position and consistent with business necessity.			
Physical Activity Required	None	Occasional (less than 1/3)	Frequent (1/3 to 2/3)	Regular (more than 2/3)
Standing	☒	☐	☐	☐
Walking	☒	☐	☐	☐
Bending	☒	☐	☐	☐
Reaching/stretching overhead	☒	☐	☐	☐
Crouching or stooping	☒	☐	☐	☐
Balancing	☒	☐	☐	☐
Pushing or pulling	☒	☐	☐	☐
Repetitive use of hands/arms	☒	☐	☐	☐
Repetitive use of legs	☒	☐	☐	☐
Grasping	☒	☐	☐	☐
Lifting – check the frequency for each weight range below. If the job doesn't require any lifting activities, check "None" on each line below.				
Up to 20 pounds	☒	☐	☐	☐
21 - 50 pounds	☒	☐	☐	☐
51 – 75 pounds	☒	☐	☐	☐
Carrying - check the frequency for each weight range below. If the job doesn't require any carrying activities, check "None" on each line below.				
Up to 20 pounds	☒	☐	☐	☐
21 - 50 pounds	☒	☐	☐	☐
51 - 75 pounds	☒	☐	☐	☐

Eye/hand coordination	☒	☐	☐	☐
Speaking	☐	☐	☐	☒
Hearing	☒	☐	☐	☐
Seeing (with correction)	☒	☐	☐	☐
Close vision	☒	☐	☐	☐
Distance vision - ability to see objects clearly from a distance, usually from 20 feet or more.	☒	☐	☐	☐
Color vision/perception - ability to distinguish colors.	☒	☐	☐	☐
Peripheral vision - what is seen on the side by the eye when looking straight ahead.	☒	☐	☐	☐
Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances.	☒	☐	☐	☐

Position Description Team Members	<i>Provide a list of SMEs who helped develop the position description. Include name and work area.</i>
Katie Cantley	TDOT
Kasey Vatter	TDOT
James Anderson	TDOT
Delaine Linville	TDOT
April Blackburn	RIC
Ken Flore	RIC
Lauren LeJeune	RIC
David Douglas	RIC