

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.



Drug Testing and Licensing Human Resources Generalist 2 Human Resources Division – People System & Program Operations Section \$66,120 annually

Job Overview

The Drug Testing and Licensing Human Resources (HR) Generalist 2 supports the development and implementation of programs that support compliance, workforce readiness, and regulatory alignment with drug and alcohol testing and licensing requirements. This position assists in advancing TDOT's strategic priorities by promoting a culture of collaboration, continuous improvement, and operational excellence through effective HR practices.

The HR Generalist 2 collaborates with leadership and employees to develop and maintain frameworks, resources, and support tools that comply with drug and alcohol testing regulations, ensure consistency in licensing requirements, and foster a culture of accountability, safety, and ethical conduct across the organization. This role contributes to enterprise efforts by providing technical expertise, coordinating activities, and ensuring the effective communication and execution of programs that strengthen workforce capabilities and organizational performance. Supports the quality assurance process with auditing and monitoring and reporting, to support data integrity, accuracy, and efficiency within HR systems.

The HR Generalist 2 identifies, creates, and maintains Drug Testing and Licensing policies, procedures, processes, and performance measures that drive engagement and adoption of the Programs. The HR Generalist 2 collaborates with TDOT leadership, the Occupational Health and Safety Division, third-party drug and alcohol testing vendors, Employee Engagement Section and employees to ensure understanding, awareness, and utilization of drug testing and licensing frameworks and resources. This position reports to the People Systems and Program Operations Manager.

Essential Job Responsibilities

Support the development and implementation of Drug Testing and Licensing Program frameworks by coordinating strategies, methodologies, governance structures, resources, and work products to promote organizational safety, compliance, and operational excellence. Contribute to the development of quality assurance frameworks and guidelines to standardize drug testing and licensing workflows, embed best practices, and encourage cross-functional collaboration.

Contribute to the creation and maintenance of Drug Testing and Licensing Strategic Plans and roadmaps that reflect goals, performance metrics, milestones, activities, and required resources. Execute action plans that support strategic implementation while aligning drug testing and licensing efforts with HR's priorities in People and

Talent Development, People Systems and Program Operations, Employee Engagement, and Strategy and Management. Enable a safe and high-integrity workforce culture that supports operational readiness, builds public trust, and reinforces employee accountability across the Department.

Serve as a resource for administering and supporting the Department's Drug Testing and Licensing Programs. Collaborate with HR leadership, HQ and Region Safety Office, and functional teams to support consistency, quality, and stakeholder engagement. Represent the Department in relevant forums and partnerships to share practices and expand the program's visibility and influence.

Monitor and track program activities and annual compliance with random testing requirements, performance metrics, and outcomes through reports, presentations, and briefings that inform decision-making and promote continuous transparency, improvement, and alignment with organizational goals and compliance standards.

Assist with developing and delivering drug testing, licensing training materials, workshops, and knowledge-sharing opportunities to maintain consistent, high-quality support resources to uphold safety standards, regulatory compliance, and operational readiness. Support implementation and monitoring of Substance Abuse Programs by coordinating with treatment professionals and ensuring adherence to return-to-duty requirements. Liaise with the Drug and Alcohol Clearinghouse to ensure timely and accurate reporting, recordkeeping, and information sharing in accordance with federal mandates.

Support TDOT leaders and employees by offering practical tools, guidance, and technical expertise related to drug testing and licensing. Assist divisions in embedding these practices into routine operations to encourage accountability and reliable performance. Contribute to broader department goals by improving program coordination, decision-making, and overall credibility.

Participate in Procurement and Professional Services activities by coordinating drug testing and licensing-related deliverables, ensuring that contracts align with program goals and compliance standards.

Provide assistance in the maintenance of HR information systems. Perform routine data entry, validation and auditing, and monitoring and reporting, to support data integrity, accuracy, and efficiency within HR systems. Document existing HR processes and identify opportunities for improvement and assist with basic troubleshooting tasks. Follow established quality assurance procedures to support consistency of HR workflows by gathering data, recording observations and recommending potential solutions, and assisting in the application of best practices and improvement recommendations.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process. Champion TDOT's values and mission by promoting a positive organizational culture, supporting accountability and compliance efforts, and advancing initiatives that foster transformation, modernization, and continuous learning.

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 Drug Testing and Licensing HR Generalist 2 is a principled, service-minded professional who excels in environments requiring discretion, precision, and collaboration. Highly organized, dependable, and detail-oriented, they have a natural ability to interpret complex regulations and apply them with fairness and clarity. This individual is a confident communicator who demonstrates empathy and professionalism when working with employees, vendors, and leadership on sensitive or compliance-driven matters. They embrace change with curiosity and optimism, actively seeking opportunities to improve processes and strengthen organizational readiness. Their calm, steady demeanor and strong sense of accountability help foster a culture grounded in safety, ethical conduct, and operational excellence.

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 | <i>Select the frequency of each physical activity. The activity must be related to the position and consistent with business necessity.</i> | | | |
|------------------------------|---|----------------------------|--------------------------|--------------------------|
| | None | Occasional (less than 1/3) | Frequent (1/3 to 2/3) | Regular (more than 2/3) |
| Standing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching/stretching overhead | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouching or stooping | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Pushing or pulling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive use of hands/arms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive use of legs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grasping | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 - 50 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51 – 75 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 - 50 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51 - 75 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eye/hand coordination | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speaking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hearing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seeing (with correction) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Close vision | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Distance vision - ability to see objects clearly from a distance, usually from 20 feet or more. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Color vision/perception - ability to distinguish colors. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Peripheral vision - what is seen on the side by the eye when looking straight ahead. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Position Description Team Members | <i>Provide a list of SMEs who helped develop the position description. Include name and work area.</i> |
|--|--|
| Kenna Stephens | TDOT |
| Amy Earheart | TDOT |
| April Blackburn | RIC |
| Allison Black | RIC |
| Lauren LeJeune | RIC |
| David Douglas | RIC |