

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.



Headquarters Learning and Development HR Generalist 3

Human Resources Division – People and Talent Development
Nashville, TN
\$90,396 - \$98,000 annually

Job Overview

The Headquarters (HQ) Learning and Development HR Generalist 3 supports the development, governance, and delivery of statewide learning and development programs. This position contributes to building employee capability, leadership development, and organizational performance by assisting in the implementation of enterprise learning strategies, frameworks, and evaluation methods.

The HR Generalist 3 collaborates with the Learning and Development Team Lead, People and Talent Development staff, TDOT leadership, HQ and regional training teams, and external training partners to assess learning needs and recommend training solutions. This role applies instructional design principles, learning systems knowledge, and training processes to support consistent, high-quality learning opportunities across the organization.

This position assists with coordinating development initiatives, monitoring program participation, and supporting continuous improvement efforts that foster a culture of learning aligned with TDOT's strategic goals. The HR Generalist 3 helps ensure effective communication, execution, and alignment of learning programs that strengthen workforce capability, support succession planning, and enhance organizational culture.

This position reports to the Learning and Development Team Lead.

Essential Job Responsibilities

Support statewide learning and development programs by coordinating training activities, facilitating instructor-led or virtual training sessions, assisting with annual planning efforts, and delivering high-quality learning resources that enhance employee capability and align with departmental priorities.

Assist with implementing quality management and quality assurance standards by supporting the development and application of evaluation tools, guidance documents, and policy-aligned frameworks that promote consistency and accuracy in L&D work products. Contribute to organizational change efforts by supporting communication, clarifying processes, promoting transparency, and modeling accountability throughout change initiatives.

Support performance improvement efforts by assisting with defining learning-related performance goals, gathering feedback, and contributing to evaluation processes that strengthen team effectiveness and employee growth. Assist with developing and maintaining policies, procedures, guidelines, and governance structures that support statewide learning and development operations.

Research national best practices, emerging learning technologies, and innovative strategies to inform program development, recommend improvements, and strengthen workforce capability. Coordinate vendor-related activities by supporting contract deliverables, reviewing invoicing documentation, and contributing to vendor performance evaluations to ensure alignment with program needs and compliance requirements.

Collaborate with TDOT leadership, IT, the L&D Team Lead, and regional training teams to support technology alignment, ensure efficient use of learning systems and tools, and enhance operational effectiveness. Implement quality assurance and continuous improvement processes by participating in enterprise quality reviews, identifying process improvements, synthesizing data into actionable insights, and supporting evaluation cycles.

Provide technical assistance for learning management systems and digital tools, ensuring accurate record-keeping, participation tracking, reporting, and user support for enterprise training programs. Contribute to talent development initiatives across HQ by coordinating logistics, facilitating training, supporting program delivery, and assisting with the execution of training strategies that promote professional growth and organizational transformation. Promote TDOT's values and mission by supporting accountability, compliance, and a positive organizational culture that encourages modernization, continuous learning, and employee development.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four 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 two years.

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 ideal Learning & Development HR Generalist 3 is a mission-driven, people-centered professional who excels at supporting enterprise learning frameworks and translating organizational vision into practical, high-quality development experiences. They bring strong emotional intelligence, attention to detail, and initiative to their work, operating at the intersection of HR expertise, instructional design, and workforce development.

This individual thrives in a collaborative, matrixed environment, forming trust-based partnerships with internal stakeholders ranging from executive leadership to front-line staff. They demonstrate clear, concise communication skills that help convey learning priorities, support change initiatives, and ensure alignment with organizational goals. The ideal candidate actively identifies inefficiencies, proposes thoughtful solutions, and contributes to the enhancement of learning policies, systems, and workflows.

They stay informed on emerging learning strategies, best practices, and technologies, applying innovative thinking to strengthen program quality, consistency, and employee growth. With a strong commitment to accuracy, compliance, and continuous improvement, they help foster a learning-focused culture that supports individual development, operational excellence, and long-term organizational success.