

## 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 Headquarters Recruiting and Development Team Lead

Human Resources Division – People and Talent Development Section  
Nashville, TN  
\$106,932 annually

### Job Overview

The Human Resources (HR) Headquarters (HQ) Recruiting and Development Team Lead will lead, mentor, and train the HQ Recruiting and Development Team through empowerment, communication, and delegated authority, while ensuring the availability of resources for their employees to be successful. This position will develop work plans that align with the People and Talent Development Section's strategic vision and will effectively delegate authority and responsibility, while ensuring the availability of resources for their employees to be successful. This position oversees the development and implementation of statewide recruiting and workforce development strategies, supporting a matrix organization, and providing direction to technical staff involved in executing recruitment and workforce development plans for TDOT employees. The position reports to the HQ HR People and Talent Development Manager.

This position will lead the development of policies, training, procedures, manuals, and governance for statewide recruiting and development programs, managing methodologies, tools, resources, and guidelines across areas, including Mentorship, Internship, Co-Op and Apprenticeship, and Graduate Transportation Engineering (GTE). This role includes supervising technical staff, implementing performance plans and schedules, and managing budgets to ensure accountability and expected outcomes. The HQ Recruiting and Development Team Lead will also research and integrate national best practices into programs to promote innovation and efficiency in assigned responsibilities, while ensuring quality assurance to achieve program effectiveness.

### Essential Job Responsibilities

Manage resources, staff utilization, and HQ's recruitment and workforce program budget allocation to provide mandatory, requested, and approved talent development opportunities.

Integrate quality management standards into all work products, processes, and services in compliance with Quality Assurance guidelines. Identify and take necessary actions to achieve strategic vision and goals, ensuring intended outcomes for scope, schedule, and budget while enhancing quality in coordination with leadership expectations.

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 HQ Recruiting and Development Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Define and communicate performance goals and measures, implement an employee feedback process, and provide effective performance evaluations that foster a culture of trust. Support effective performance management as part of a strategic approach to creating and sustaining improved performance within the HQ Learning and Development Team.

Research and implement national best practices as it relates to recruiting and development programs, processes, and procedures. Incorporate research and evaluations to implement emerging processes, technologies, and recruitment and workforce development strategies that will improve employee performance and productivity, source, attract, and hire a qualified, inclusive, and equitable workforce, address skill gaps and support succession planning, enhance employee engagement and retention, promote a culture of organizational agility and learning, and improve efficiency, effectiveness, sustainability, and safety, in collaboration with TDOT Leadership and TDOT's Information Technology (IT) Division. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Manage external partners, including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, completing vendor performance evaluations, and overseeing the delivery of procured products and services. Partner with internal and external key stakeholders and Subject Matter Experts (SME) to employ internal, external, talent pipeline, and executive recruitment and workforce development initiatives and solutions directly aligned with business goals and/or talent gaps.

Provide direction to the HQ Recruiting and Development Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics and implementing technology needs in collaboration with TDOT's IT Division, to ensure compliance with all applicable federal and state HR requirements, laws, regulations, policies and standards.

Assist and collaborate with the HQ Recruiting and Development Team and statewide HR staff to ensure that the development of 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 in Human Resources, Organizational Development, Workforce Development Industrial/Organizational Psychology, or related field
- 5 years of combined demonstrated competency in developing, executing, and maintaining recruiting and workforce development programs

### **Preferred Qualifications**

- Association for Talent Development (ATD) Certified Professional in Talent Development
- Society for Human Resource Management (SHRM) Certified Professional
- Human Resource Certification Institute (HRCI) Professional in Human Resources or Senior Professional in Human Resources credential
- At least 5 years of broad recruiting and workforce development experience including, but not limited to engineering and technical career fields
- At least 3 years of leading people

## **Ideal Candidate**

The HQ Recruiting and Development Team Lead is a dynamic leader who balances strategic thinking with hands-on expertise in talent acquisition, workforce planning, and employee development. With strong interpersonal skills, they forge meaningful partnerships with leaders, team members, and stakeholders, using emotional intelligence to navigate complex relationships and drive a culture of collaboration and growth. The HQ Recruiting and Development Team Lead is a forward-thinking, results-oriented leader who brings together a mix of strategy, empathy, and technical skills to ensure TDOT attracts and develops a workforce ready to meet both current and future demands.