

## 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.



### **Region Training Human Resources (HR) Generalist 1** Human Resources Division – People and Talent Development \$57,264 annually

#### **Job Overview**

The Region Training Human Resources (HR) Generalist 1 supports the Region Training Team in coordinating and delivering training and development programs that enhance workforce capability and align with TDOT's strategic goals and the People and Talent Development Section's mission. This position provides logistical, administrative, and technical support to ensure consistent and effective delivery of training across the Region, coordinating training activities, maintenance of accurate training records, and assistance with program delivery that promotes employee growth and organizational effectiveness.

The HR Generalist 1 collaborates with the Region Training Team and internal stakeholders to carry out training processes, respond to employee inquiries, and provide logistical and administrative support for learning initiatives. The position applies knowledge of training procedures, learning systems, and documentation practices to ensure consistency in program delivery. This role reports to the Region Training Supervisor and plays a vital part in reinforcing a culture of learning, service, and professional development throughout the Region.

#### **Essential Job Responsibilities**

Assist with the delivery of regional training programs by preparing agendas, materials, and rosters, and setting up classrooms or virtual platforms for use by facilitators. Provide direct support during sessions to help instructors manage logistics, address participant needs, and ensure the learning environment remains organized and effective.

Coordinate training logistics by scheduling sessions, reserving facilities, arranging equipment, and sending communications to participants and supervisors. Ensure details are accurate and communicated clearly so that employees and leaders have consistent access to information needed to attend and complete required learning activities.

Track, update, and maintain accurate records of training participation and completion in approved learning systems to support compliance, reporting, and quality assurance.

Respond to employee and supervisor inquiries regarding training requirements, available learning opportunities, and registration processes. Provide clear and timely communication to help employees understand expectations and access resources that support their professional growth.

Assist with organizing, monitoring, maintaining, and updating training materials, content libraries, and documentation templates to ensure they remain accurate, properly formatted, consistent, and accessible and are aligned with TDOT standards.

Gather, review, and summarize participant feedback following training sessions to support the evaluation of regional programs. Share observations and data with the Region Training Supervisor to help identify opportunities for improvement and adjustments in future offerings.

Provide administrative and logistical support for external vendors or consultants delivering training in the Region. Track deliverables, review submitted documentation for accuracy, and assist with communications to ensure program activities align with contract terms and expectations.

Monitor training deadlines and requirements and maintain confidentiality and accurate record keeping to ensure compliance with established policies and procedures.

Demonstrate professionalism and adaptability by completing assignments on time, maintaining clear communication with team members, and responding to changing training priorities. Contribute to a positive and collaborative workplace culture by supporting colleagues and embracing opportunities to learn new systems or processes.

### **Qualifications**

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

**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 Region Training Human Resources (HR) Generalist 1 is a dependable, detail-oriented, and collaborative professional who supports regional training initiatives with consistency, care, and accuracy. They thrive in a structured environment, communicate clearly with employees and supervisors, and provide reliable coordination that ensures training opportunities are delivered smoothly. This individual demonstrates accountability in maintaining accurate records and completing assigned responsibilities, while also showing curiosity for learning systems and eagerness to expand their HR skill set. They embrace change with a positive attitude, adapt to evolving priorities, and contribute to a supportive and inclusive workplace culture. With a strong focus on service and teamwork, they play an essential role in fostering a culture of learning, professional growth, and operational excellence across TDOT.