

For more information on this Tennessee Department of Human Resources, please see link below:

[Tennessee Department of Human Resources](#)



HR Analyst 2

Tennessee Department of Human Resources in partnership with the
Department of Transportation

Location: Nashville, TN

Compensation: \$3,053 - \$4,885 monthly

Overview

This position is working in the **Tennessee Department of Human Resources** in partnership with the Tennessee Department of Transportation. It is currently hiring a full-time **HR Analyst 2** professional for the Tennessee Towers location in Davidson County. This position will work from home full time.

The Tennessee Department of Human Resources leads the enterprise human capital management for all state Agencies and strives to be the best place to work in the Southeast.

Responsibilities

- Compile, review, and audit all required documents for job postings, hires, separations, job changes, Veteran Bypass letters and any other needs for the Department of Transportation
- Initiate and complete Service and Longevity Adjustments, Leave Adjustments, data validation, and all other required processes within payroll established timeframes
- Maintain, create, and FTP all employee files for the Department of Transportation
- Review, approve and work all job postings for the Department of Transportation following all state guidelines
- Liaison between Regional Department of Transportation – HR staff to assist them with questions and processes

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to 1 (one) year of professional Human Resources work. *See Job posting for substitutions.*

Special skills, knowledge or experience required or desired

- Good written communication
- Integrity and trust
- Problem solving
- Organizational Agility
- Dealing with Ambiguity
- Strong computer skills – excel, word, adobe

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **HUMAN RESOURCES ANALYST 2*- 06022022 – 32135**

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.