



Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

About the Division of People and Organizational Development (POD):

The Division of People and Organizational Development is responsible for providing fast, accurate, and quality customer service with proactive communication to TDEC employees, their families, state partners, and the public. We strive to maintain trust by protecting confidential information, model and encourage a civil and healthy TDEC culture, and promote a safe work environment.

HR Analyst 1*

Division of People and Organizational Development

Annual Salary Range: \$31,644 – \$50,640

Looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in a career in Human Resources? The human resource Division of People and Organizational Development has a position in our Nashville Central Office that will work in a diverse team environment with other HR staff as well as directly with our HR points of contacts and hiring managers across the agency. This position requires a strong level of technical skills to focus on reviewing and providing specialized reporting, providing technical training, and some UAT testing. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

The position requires the use of excellent customer services skills to support both internal and external customers. Routine use of a variety of Human Resource transactions. This position will utilize the HRIS system, and Microsoft office suite daily. Preferred candidates will have a bachelor's degree in Human Resources, Business Administration, or related fields. We are seeking candidates with one plus years of experience working on implementing and maintaining human resource information through management systems. Proficiency in Microsoft Office products is required. To apply for this position visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Monitoring organizational structure and classification; interpreting and enforcing human resources rules, regulations, policies, and procedures and guidelines.
- Prepares and maintains a variety of records and reports such as transaction records, employee files, promotions, job specification files, longevity records
- Provides exceptional customer service on all Human Resource inquiries from both internal and external customers
- Provides training on all Human Resources processes, policies, and procedures

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.