

DHS MISSION:

Strengthen Tennessee by Strengthening Tennesseans

DHS VISION:

To revolutionize the customer experience by growing capacity to reduce dependency.

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Click here to find out more about unique benefits:

- Pension
- 401K Match
- Family Tuition
- 12 Paid Holidays
- Career Mentoring
- Emotional Health/ Wellness Programs

TARGET RANGE:

\$54,204 - \$67,656

The directly related experience, knowledge, skills, and abilities of the selected candidate will determine the actual salary offer.



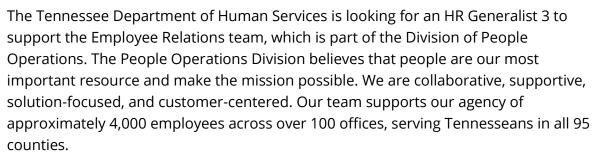
HR Generalist 3

Employee Relations

Job Location: Davidson County. (Hybrid)

Click here to apply by January 06, 2025

ABOUT POSITION



The HR Generalist 3 in Employee Relations reports to the HR Generalist 4 and supports all aspects of Employee Relations, including workplace complaints, disciplinary action, performance management, unemployment claims, employee issues, coaching, and facilitating compliance courses. This position serves as a leader and resource in coaching and problem-solving to employees across the entire agency.

RESPONSIBILITIES



- Workplace Complaints: The HR Generalist 3 will gather relevant information, and report concerns as appropriate, and serve as a resource for complaints related to harassment, discrimination, abusive conduct, violence in the workplace, as well as other policy violations, as well as support the investigative process.
- Disciplinary Actions: The HR Generalist 3 will support the disciplinary action process by providing guidance on appropriate levels of discipline, assist in drafting disciplinary letters, and supporting leadership and employees in the delivery of disciplinary actions.
- Performance Management: The HR Generalist 3 will support performance management by assisting in the development of performance goals, providing coaching to leaders on managing employees' performance, and providing resources and assistance in performance improvement.
- Unemployment Claims: The HR Generalist 3 will pull data and submit responses to the Department of Labor and Workforce Development for unemployment claims and will support unemployment appeal hearings as needed.

- Employee Issues: The HR Generalist 3 will serve as a resource to employees across the Department by assisting in problem-solving for employee issues to all levels of employees.
- Coaching: The HR Generalist 3 will provide coaching to the workforce regarding all areas of employee relations, serve as a resource, offer solutions, and support in next steps.
- Facilitation of Compliance Courses: The HR Generalist 3 will be responsible for facilitating compliance courses such as Respectful Workplace, Writing SMART Goals, Supervisor Essentials, Employee Essentials, and more to the agency throughout the year.

QUALIFICATIONS

- Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources work.
- 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 one year.
- 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.

Preferred qualification:

- Employee Relations experience preferred.
- Must be able to demonstrate the ability to foster teamwork and progress toward a stated vision with a large-scale workforce.
- Must have exceptional written and verbal communication skills, including presentation and public speaking skills.
- Must possess a strong emotional intelligence that aids in successful interpersonal/professional relationship.