



DEPARTMENT OF PERSONNEL

James K. Polk State Office Building

Nashville, TN 37243-0635

(615) 741-2958

<http://www.tennessee.gov/personnel>

Randy C. Camp, Commissioner

With approximately 41,000 employees, state government is the largest single employer in Tennessee. In helping to ensure the effective and efficient management of these workers, the Department of Personnel provides several basic services including: advising the governor on personnel policies and assisting operating departments and agencies in carrying out personnel practices; administering provisions of the Civil Service Act; providing departments and agencies with a pool of qualified applicants for selection for employment; and developing a career-oriented work force through effective management, training, and communication.

The department was established in 1939 after operating for two years as a division of the Department of Administration and is responsible for meeting the needs of employees in all 95 counties working in more than 1,400 different types of state jobs.

Services

Through its divisions, the Department of Personnel offers many services to both the public and state employees. This department is responsible for the statewide implementation of personnel policies and initiates and monitors legislation affecting state employees and government operations relative to human resource programs. Advising citizens about the civil service employment process, responding to employee questions, developing and administering civil service examinations, and serving as an advocate for state employees are all important functions of the Department of Personnel. The department's divisions offer the following services:

Examinations Division — This division is responsible for assuring a sound employee selection system for the state of Tennessee. The division develops, monitors, and revises assessment methods for over 1,400 career service job classifications according to legal guidelines and changing job requirements. The selection methods developed include paper-and-pencil and computer-administered knowledge and performance tests, evaluations of applicant's training and experiences, and structured oral interviews.

Applicant Services Division — This division is responsible for administering civil service examinations and ratings required to provide the operating agencies with a pool of qualified applicants. Examinations are offered in either a computer-administered or written test format daily (Monday through Friday) from 8 a.m. until 1 p.m. in Nashville. Computer-administered examinations are also offered daily (Monday through Friday) by appointment in Labor and Workforce Development job services offices in Chattanooga, Columbia, Cookeville, Dyersburg, Jackson, Johnson City, Knoxville, Memphis, and Clarksville. Written tests are administered on a monthly basis at regional college, community college, or vocational technical school locations in Cleveland, Jackson, Kingsport, Knoxville, Livingston, Memphis, Pulaski, and periodically at other locations throughout the state. The rating of education and experience for certain career service positions is also done daily by the staff in Nashville. Most jobs available with the state are covered by the career service, which is a merit system of employment based on an applicant's qualifications. It is a competitive system and requires applicants to take a computer-administered or written test, or to have an application rated according to the level of the applicant's education and experience.

Technical Services Division — This division maintains, verifies and processes civil service registers (lists of applicants to be considered for jobs, ranked in order of test scores or ratings). This section verifies all general employee documents, records, and transactions—including appointment to positions, transfers, promotions, and separations necessary to maintain the central state employee information system. Other functions of this section include administering attendance and leave policies and procedures, auditing the state's payroll, maintaining the Reduction in Force Priority Recall List, maintaining records of former state employees, verifying employment, and verifying eligibility for veterans preference points.

Classification/Compensation Division — This division maintains the state's classification and compensation system that ensures all positions are properly classified according to duties and responsibilities and that incumbents are equitably and fairly compensated. This section reviews and maintains data on salaries and benefits of private sector employees, as well as those in surrounding southeastern states. This data is used by staff in the division to assist in making recommendations for the salary administration policy and for adjustments in the state's compensation structure.

Employee Development Division — This division provides a variety of training and development opportunities for all state agencies and employees. Open enrollment for courses in the areas of communication, personal growth, professional development, English grammar and letter writing, teambuilding, and Equal Employment Opportunity is available statewide. Services include strategic planning facilitation, problem solving and system process facilitation, and the development and delivery of workshops, special projects, retreats, and conferences. This section is responsible for the Tennessee Government Executive Institute and Tennessee Government Management Institute. In addition Employee Development is instrumental in providing curriculum-required training for all supervisors and managers through the Leadership Development Initiative.

Equal Employment Opportunity (EEO)/Affirmative Action (AA)/Americans with Disabilities — This division provides standards and procedures regarding the preparation and implementation of state agencies' affirmative action plans. It also reviews and assists in the content development of training programs regarding fair employment practices as well as other programs necessary to ensure the state's compliance with federal and state laws, orders, and regulations prohibiting unlawful discrimination.

Employee Relations Division — This division advises state employees, supervisors, managers, agency heads, and the public regarding civil services rules, policy, and law. The Employee Relations Section is also responsible for the State's Performance Evaluation Program, the State Employee Sick Leave Bank Program, the Employee Suggestion Award Program, the Employee Service Award Program, and the Tennessee Employees Charitable Campaign. Other responsibilities include approval of payments for the Career Ladder Program for teachers employed by the state of Tennessee.

Research Division — This division conducts studies and provides litigation support to the Office of the Attorney General and state agencies, develops and evaluates special employee selection processes, and conducts special projects requested by the Commissioner.

Administration Division — This division provides support for the department, including fiscal services, procurement, accounts payable, budget preparation and implementation, payroll, messenger mail services, contract development and administration, strategic planning, and employee counseling regarding payroll deductions. In addition, the Division is responsible for the review and approval of out-of-state travel, personal services contracts and direct purchase authorities (from a DOP perspective), and requests for temporary personnel services for all state agencies.

Division of Information Systems — This division is responsible for all the information systems support for the department in both mainframe and local area network/wide area network (LAN/WAN) environments. The division provides the analysis for the development and maintenance of mainframe systems and supports the internal, as well as statewide, users of these systems.

The division also provides support and management for all LAN/WAN and Web (Internet/Intranet) applications. An imaging application allows state offices to access employment applications through the Intranet. A new Web feature accepts job applications through the Internet.

Related Boards and Commissions

Civil Service Commission — This independent commission, composed of nine board members, serves as an appeals body for state employees through the state's five-step grievance procedure. Board members are appointed by the governor for six-year terms. The commission reviews employee appeals and makes decisions based on the evidence presented at the hearings and examinations of employees' work records. The Commissioner of Personnel serves as secretary.

Tennessee Title VI Compliance Commission — The commission is governed by a board consisting of thirteen members. Nine members are citizens, appointed by the governor—three of whom reside in each grand division of the state. Two members are state senators appointed by the speaker of the Senate; two are state representatives appointed by the speaker of the House of Representatives. The commission reviews current Title VI monitoring and enforcement procedures as required by federal and state statutes, rules, regulations, programs, and services. It serves as the central coordinating agency for executive branch departments and agencies for technical assistance, consultation, and resources to encourage and assist compliance with Title VI of the Civil Rights Act of 1964.

Contact Information

The state of Tennessee welcomes citizens who wish to apply for state employment to contact the Department of Personnel at the central office location in Nashville. Offices are open Monday through Friday (except holidays) from 8:00 a.m. until 4:30 p.m.

Department of Personnel

2nd Floor, James K. Polk State Office Building
505 Deaderick Street
Nashville, TN 37243-0635
(615) 741-4841

State Employee Information Line

(800) 221-7345 — Statewide
(615) 741-1107 — Davidson County

Commissioner Randy C. Camp

Tennessee Department of Personnel

Randy C. Camp has worked for the citizens of Tennessee for more than 21 years. Although he has spent the majority of his time in the judicial area, he began his public service as a staff member to Congressman Ed Jones. After entering private law practice in 1980 with the firm of Emison and Emison and thereafter in solo law practice, he served as executive assistant and chief of staff to Lieutenant Governor John S. Wilder from 1984 to 1987. He then returned to private law practice in Alamo and served as Assistant District Attorney General in the 28th Judicial District and, in 1990, was elected General Sessions and Juvenile Judge in Crockett County. Governor Don Sundquist appointed him to the Tennessee Claims Commission as Western District commissioner in February 1999. As a result of his familiarity with the federal government and state government, having served in each of the executive, legislative, and judicial branches, Governor Phil Bredesen appointed him to the office of Commissioner of the Department of Personnel in January 2003. In the position of Commissioner, he has numerous responsibilities including supervision of the 10 divisions of the department, as well as serving as secretary of the Civil Service Commission and member of the Tennessee Consolidated Retirement System Board of Trustees. The work he does touches every employee in state government. A native of Crockett County, Commissioner Camp has been involved in numerous community, business, and professional activities. He has served as chairman of the Crockett County Election Commission; chairman of the Crockett County Democratic Party; chairman of the Crockett County Chamber of Commerce; member of the advisory board of directors of Tennessee Community Bank; and attorney for the Friendship Industrial Development Board, Town of Maury City and Peoples Bank of Alamo. He has worked with the Girl Scouts of America and as a Partner in Education with Alamo city schools. He served as president and CEO of C&C Management Corporation which dealt primarily in the areas of food service and real estate development and currently owns and operates Southerland Farms, a 200-acre hybrid bermuda hay operation and residential real estate development. Camp and his wife, Lisa, have two daughters, Catherine and Leigh Elizabeth.

