

City of Vicksburg
Job Description

Job Title: HR Training and Disciplinary Coordinator

Department: Human Resources

Reports To: Human Resources Director

FLSA Status: Exempt, Salaried

Approved By: Board of Mayor and Aldermen on May 18, 2026

Position Summary:

The Training and Disciplinary Coordinator is responsible for coordinating employee training initiatives and administering lower-level disciplinary actions across all departments subject to the oversight of the HR Director. This position operates under the direct supervision of the HR Director and supports employee relations through training, documentation, and investigations.

Essential Duties and Responsibilities:

The following duties are not all inclusive. Other duties may be assigned.

Training & Development:

1. Plans, coordinates, and conducts weekly or biweekly training sessions for City departments.
2. Delivers training on City policies, procedures, workplace expectations, conflict resolution, communication, and related topics.
3. Develops training materials and ensures consistent messaging across all departments.
4. Identifies training needs and works with department heads to address gaps in knowledge or performance.
5. Maintains records of training attendance and participation.

Disciplinary Administration:

1. Handles employee disciplinary actions where the appropriate recommendation is a verbal or written warning.
2. Prepares and maintains accurate disciplinary documentation in personnel files.
3. Provides HR Director with summaries and recommendations of all disciplinary actions.
4. Provides guidance to supervisors on proper documentation and implementation of lower-level discipline.
5. Ensures consistency in the application of coaching, and verbal and written warnings across departments.
6. Serve as a resource to employees and supervisors regarding policies, procedures, and workplace concerns.

7. Respond to employee inquiries regarding attendance, conduct expectations, and general HR matters.
8. Assist with compliant intake, workplace conflict resolution, and referral of matters to HR Director and Internal Affairs upon HR Director's approval.
9. Promote respectful workplace practices and positive employee engagement by planning employee appreciation events.

Investigations & Employee Relations:

1. Conducts investigations into employee grievances only at the request and direction of the HR Director.
2. Assists with investigations involving more serious disciplinary actions, including suspensions and terminations, in coordination with the HR Director.
3. Gathers information, conducts interviews, and prepares summaries for review by the HR Director.
4. Refers all formal grievances and sensitive employee concerns directly to the HR Director unless otherwise directed.

Training & Organizational Support:

1. Coordinate employee training sessions, leadership development programs, and departmental workshops.
2. Greet visitors and direct them to appropriate staff or departments.
3. Answer telephone calls and respond to inquiries professionally and courteously.
4. Assist with policy training, customer service training, harassment prevention, and workplace conduct training.
5. Provide temporary support for other HR functions during staff absences or high-volume periods

Recruitment Support:

1. Assists with recruitment efforts, including attending job fairs and hiring events as needed.
2. Represents the City in a professional manner during outreach and recruitment activities.

General HR Support:

1. Provides guidance to employees and supervisors on policies and procedures within the scope of the role.
2. Assists other HR employees as needed.
3. Maintains strict confidentiality of all personnel matters.
4. Performs other related duties as assigned by the HR Director.

Supervisory Responsibilities:

None.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Must have at least an Bachelor's degree and 3 years of related experience; or High school diploma or general education degree (G.E.D.) and at least 5 years of related experience and/or training.

Language Skills:

Ability to read and interpret documents such, but not limited to policy, as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability:

Must have the ability to consistently demonstrate sound ethics and judgment; to think analytically and apply sound judgment; solve problems, make sound decisions based upon facts; and act with integrity

Language Skills/ Computer Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; speak effectively before groups of employees of the City; and have proficient working knowledge of Microsoft Office Programs

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit for long periods of time and run errands for department head 50% of the time.

Other Skills and Abilities

Must be able to work effectively with the public and other employees. Must be able to handle personnel matters confidentially and professionally. Must be organized and able to work with little to no supervision. Requires a valid driver's license and must maintain eligibility to drive as per the City's Vehicle Usage Policy.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.