

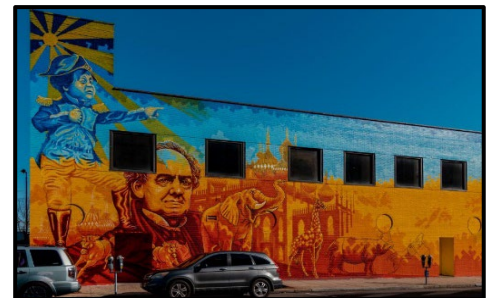


CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

Budget/Policy Analyst *Office of Policy and Management*

In direct support of Mayoral goals, and consistent with the objectives of the City of Bridgeport our mission and responsibilities consist of preparation and review of the city budget, monitor the performance of municipal departments; oversee the implementation of management improvements systems; preparation of financial plans and reports and assist in the improvement of department systems for maximum efficiency.



For more information visit: <https://www.bridgeportct.gov/government/departments/office-policy-management>

Salary and Benefits: \$91,067.00 (Step/Level 1) - \$92,501.00 (Step/Level 2) - \$93,937.00 (Step/Level 3) - \$95,374.00 (Step/Level 4) - \$96,812.00 (Step/Level 5) - \$98,248.00 (Step/Level 6) annually. Starting salary shall be commensurate with experience and qualification as determined by the City. Subsequent step/level increases shall be progressive and in conformance with the established Civil Service Rules, practices and procedures. This position is affiliated with the Bridgeport City Supervisors Association (BCSA) and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka “union contract”). The above salary is subject to cost-of-living increases as negotiated by the respective bargaining unit. The current anticipated wage increases are as follows: July 1, 2025 – 3% and July 1, 2026 - 3%. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, and other voluntary employee paid benefits.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various universities and colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) (www.osc.ct.gov/rbsd/cmers/muniretire.htm), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at ssa.gov.

This summary provides a brief overview of the benefits available to regular full-time municipal employees. Depending on the employee group, some of these benefits include health insurance (medical, dental, vision, and prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more.

Application Process: Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission Office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to COB.Jobs@bridgeportct.gov. Please include “Budget/Policy Analyst” in the subject line.

The deadline to submit submissions is Sunday, April 6, 2025.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

This position will require a pre-employment medical examination and controlled substance screening.

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City mayor and renowned showman, P.T. Barnum. The [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

Governing Structure

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Director of Policy and Management this position will collaborate with departments to help them achieve their desired outcomes through fiscal, operational, and management analyses. The Office of Policy and Management provides analytical, financial, and operational support to the City. The analyst will assist in the development and oversight of budgets, evaluate departmental operations, and perform analyses to improve decision-making and resource allocation. The role involves collaboration with various stakeholders to promote efficient and effective municipal operations.

This role requires strong analytical and technical abilities and demands carefully thought-out decisions. The job centers on assisting with the development of new ideas, systems, and programs, in addition, analyzing and improving established ones.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- *Budget Development and Monitoring:*
 - Assist in the preparation and monitoring of the General Fund operating budget.
 - Support the development and oversight of the City's capital budget.
 - Support the development and oversight of the various grant budgets and programs.

- Monitor revenues and expenditures for assigned departments, ensuring alignment with the adopted budget.
- Analyze overtime requests to ensure adherence to budgetary constraints.
- *Operational Support:*
 - Collaborate with departments to set goals and allocate resources to achieve those goals.
 - Prepare monthly agendas and analyses of management, operational, and financial data and reports.
 - Conduct reviews of certifications and personnel request forms to identify funding for hiring personnel or grants for new projects.
- *Collective Bargaining and Cost Analysis:*
 - Assist in collective bargaining agreement negotiations by performing analysis to project future costs based on proposed contracts.
- *Policy and Special Projects:*
 - Attend meetings as assigned by the Director of OPM to provide insights and support decision-making
 - Perform other duties as assigned by the Director of OPM.
- Performs related work as necessary.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Undergraduate degree in Finance, Accounting, Management or other related areas. A minimum of three years' experience in municipal government.
- Any equivalent combination of experience and training which provides demonstrated potential for performing the duties of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively verbally and in writing; with an aptitude to prepare and present oral and written reports.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government, peers, site-based staff, and agency partners.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, and other Office and financial applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- Essential and marginal functions may require maintaining the physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.
- Additional hours and attending meetings outside regular work hours may be required. The work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone, and other interruptions.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE, ROOM 106
BRIDGEPORT, CONNETICUT 06604
TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)



**CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION									
Last Name					First Name			M.I.	
Mailing Address						Apartment/Unit #			
City				State			ZIP		
Phone				E-mail Address					
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)					
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?				

EDUCATION										
High School				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
College				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
Other				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	

REFERENCES				
<i>Please list three professional references.</i>				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS		
<p>The following section is voluntary and will in no way be used to influence your possible selection for any position. For the purposes of Affirmative Action, we are requesting that you fill out the data below. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>		
<p>Gender</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Non-Binary</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other: _____</p>	<p>Ethnicity</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Native American</p> <p><input type="checkbox"/> Pacific Islander</p> <p><input type="checkbox"/> White/Caucasian</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other: _____</p>	<p>How did you hear about us?</p> <p><input type="checkbox"/> City of Bridgeport Website</p> <p><input type="checkbox"/> Job Board (Indeed.com, etc.)</p> <p><input type="checkbox"/> Social Media (Facebook, etc.)</p> <p><input type="checkbox"/> City Employee _____</p> <p><input type="checkbox"/> Networking Event/Job Fair</p> <p><input type="checkbox"/> University/College Career Center</p> <p><input type="checkbox"/> Other: _____</p>

DISCLAIMER AND SIGNATURE	
Signature	Date

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.