



CITY OF BRIDGEPORT, CONNECTICUT

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

Data Analyst

Health & Social Services Department

In direct support of Mayoral goals, and consistent with the objectives of our department, we are dedicated to enhancing the health and well-being of the Bridgeport community. Our mission is to provide high-quality public health services that promote and protect the health of our citizens. We accomplish this by monitoring the effectiveness of our programs, enforcing laws and ordinances that support public health, and collecting critical health data to inform our work. Commitment to excellence is unwavering, and we are proud to be an integral part of building a healthier, happier, and more vibrant Bridgeport.

The Social Services Department is a vital division under the Health and Social Services Department focused on enhancing the well-being of vulnerable individuals and communities. With services ranging from case management to housing support, the department is dedicated to promoting social justice and empowering those in need to lead fulfilling lives.

For more information, visit: <https://www.bridgeportct.gov/government/departments/health-social-services>.



Salary and Benefits: \$52,178.00 (Step 1) - \$54,219.00 (Step 2) - \$56,247.00 (Step 3) - \$58,284.00 (Step 4) - \$60,316.00 (Step 5 – Top) annually. Salary for this position is established per Bridgeport Municipal Ordinance 2.36; “Program Class, group 4a.”

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, prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more.

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.

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 “Data Analyst” in the subject line.

Accepting complete submissions until April 30, 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. The most populous city in Connecticut, it has an approximate population of 147,000, consisting of 50,367 households, with a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks, including the Olmsted-designed Seaside Park and Beardsley Park, Bridgeport is a vibrant community and was recently cited as the 11th most diverse city in the country (with some 85 languages spoken here). *NBC Today* also labeled Bridgeport one of the [top 5 booming cities in the nation](#). The City is also home to numerous attractions, such as the [Barnum Museum](#), [Connecticut's Beardsley Zoo](#), the [Hartford Healthcare Amphitheater](#), the [Total Mortgage Arena](#), and the Soundside Music Festival, all of which bring thousands of visitors to the city each year for a myriad of events. A center of learning, Bridgeport is home to Sacred Heart University’s Center for Healthcare Education, the University of Bridgeport, and Fairfield University’s Bellarmine Campus, as well as the campus of the Paier College of Art and the Housatonic Community College. The city also hosts two major medical centers which serve the region and are the city’s largest employers: Bridgeport Hospital, which is part of the Yale New Haven Health Care System, and Saint Vincent’s Medical Center, which is part of Hartford Healthcare.

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 Council Members serve a two-year term in office.

GENERAL STATEMENT OF DUTIES:

The Data Analyst’s responsibility is to collect, organize, maintain, and interpret/analyze data received from internal and external data sources for the benefit of the assigned department and the City. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas, and consolidated information to the department manager/department head to identify past and current department activities and future opportunities for improvements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.
- Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system.
- Assists with creation of accurate and timely reports such as budget reports or other reports related to department operations.
- Provides reports as requested by the department manager/ department head. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.

- Assists with coordination and troubleshooting of database and software systems when necessary.
- Performs other duties as assigned by the department manager/ department head.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Associate's Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university.
- Demonstrated proficiency in MS Office applications with advanced expertise in Microsoft Excel.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Two years prior experience in a Data Analyst or equivalent position.

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.

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift weights up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Be able to get in and out of the patrol car.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles, risk of electrical shock, and vibration.

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, CONNECTICUT 06604
TELEPHONE: (203) 576-7103





**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.