



CITY OF BRIDGEPORT, CONNECTICUT

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

Payroll Clerk II *Office of the Civil Service Commission*

As prescribed by City Charter and through strategic partnerships, the Office of the Civil Service Commission serves as the central personnel office for the City of Bridgeport by providing services to the public and to government employees. These services include the administration of Municipal Charter Chapter 17, the oversight of City payroll, the processing of City employee participation in the Bridgeport Connecticut Municipal Employee Retirement System plan and providing timely entry level and promotional merit-based examinations for hiring within the classified service. The Civil Service Office strives to attract, develop, and retain a high performing, inclusive and diverse workforce and fosters a healthy, safe, and productive work environment for employees, departments, and the public to maximize individual potential, expand organizational capacity and position the City of Bridgeport as an employer of choice. We endeavor to honor our commitment to conducting business in a manner that promotes integrity, fairness, respect, honesty, and trust.



For more information visit: <https://www.bridgeportct.gov/government/departments/civil-service>

Salary and Benefits: \$80,578.00 (Step 1) - \$83,050.00 (Step 2) - \$85,534.00 (Step 3) - \$92,128.00 (Step 4 – Top) per year. This position is affiliated with the National Association of Government Employees, Local RI-200 (“NAGE”) and includes an extensive package of benefits as outlined with the associated collective bargain agreement (“union contract”). The above salary is subject to cost-of-living increases as negotiated by NAGE. 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 (employee paid), 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 position. Additionally, retail and tuition discounts may be available at various universities and businesses 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 “Payroll Clerk II – Civil Service” in the subject line.

Accepting complete submissions until Sunday, April 20, 2025 at 11:59 p.m.
(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. There are 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 the 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 the office.

GENERAL STATEMENT OF DUTIES:

Payroll work of more than ordinary difficulty and responsibility. Execution of timely verification processes to ensure the accuracy of all Civil Service payrolls, including initiation of any corrections or adjustments. Assists with the maintenance of formal, definitive, and permanent centralized personnel records. Focus of work must ensure that all collective bargaining agreements are upheld relative to payroll issues. Ensures the accountability of all Civil Service payrolls. Instructs and assists/supervises other department Payroll Clerks. Performs complex office duties and related work as required under general supervision in the department.

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.

- Prepares various documents for personnel and payroll changes, additions or removals from payroll, pension, union dues, tax and salary adjustments, overtime, night differentials, holiday pay, employee status change, etc.
- Assigns employee payroll numbers. Enters weekly payroll and retrieves data from computer systems and software.
- Tracks daily time and attendance. Reviews timecards and time systems.
- Computes and/or checks all salary and personnel changes including overtime, advanced payments, merit and acting increases, holiday pay, employee severance payouts, classification changes, suspensions, leaves of absence, etc.
- Prepare reports that include summaries of earnings, tax deductions, leave benefits, attendance, etc.
- Calculates as needed payroll liabilities by determining employee taxes, including federal and state income, social security, and pension contributions.
- Checks, verifies and certifies transaction proof reports for all payrolls and makes all necessary adjustments and corrections.
- Assists with the handling and processing of direct deposit requests and data.
- Posts employees weekly pay into software records. Maintains a variety of personnel records: attendance (sick leave, vacation, personal time and holiday), employee history, special payments, etc.
- Responsible for implementing and overseeing special payrolls working closely with the Information Technology Services Department and payroll managers i.e. vacation buyout, uniform allowance, holiday pay, education incentive, travel allowance, contractual bargaining increases, longevity and all unions retroactive payments.
- Works closely with the Office of Policy and Management and Finance for budget purposes.
- Records and implements within various payroll systems warnings, suspensions, leaves of absence, worker's compensation, probations, permanent appointments, grievance settlements, furloughs, etc.
- Responsible for the canceling or adjustments of checks by producing manual checks. Prepares a variety of reports and forms such as benefits status reports, new members report to various unions, wage verifications, unemployment compensation statements, etc.
- Prepares and implements prevailing wage increases.
- Works with department heads on budgetary predictions and other payroll related matters.
- Records Civil Service Commission actions which impact payroll.
- Updates and maintains record of salary pay plans.
- Handles a variety of administrative/office functions to include but not limited to answering telephones and directing callers as necessary, handling inquiries pertaining to payroll or personnel matters, and routine filing.
- Performs other duties as deemed necessary.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- High school graduation or equivalent, with at least three years of professional office experience in bookkeeping and/or computation work.
- Demonstrated course or certification experience in automated accounting systems and computer software.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, and other Office applications as necessary.
- Extensive Knowledge of applicable local, multi-state and federal rules and laws specific to wage, hour and benefits
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Must be able to interact professionally and communicate effectively with individuals at all levels of

government as well as the public.

- Excellent verbal and written communication skills.
- Good knowledge of standard bookkeeping practices and statistical analysis.
- Experience with MUNIS and KRONOS software is advantageous.
- Bilingual language skills are advantageous.

Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the 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.

- 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, such as typing from another document, reading/proofreading a report, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

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 the 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



[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.