



**CITY OF BRIDGEPORT**  
**Job Description**

Payroll-Compensation Processor

Union / NAGE

Class Code

**GENERAL STATEMENT OF DUTIES:**

Clerical and general office work of more than ordinary difficulty responsibility related to compiling, posting and checking municipal payrolls and maintaining various personnel records; related work as required.

**SUPERVISION RECEIVED:**

Performs under general supervision.

**SUPERVISION EXERCISED:**

None

**ILLUSTRATIVE DUTIES:**

1. Prepare data processing forms for various personnel and payroll changes; addition or removal from payroll, pension, union dues, tax and salary adjustment, etc.; enters and retrieves data from computer system. Checks and verifies payroll appropriation sheets and makes necessary adjustments and corrections; maintains a variety of personnel records: attendance, sick leave, vacation, personal time, holidays, employee history cards, reviews timecards.
2. Computes and/or checks all salary and personnel changes including overtime, advanced vacation payments, merit increases, collective bargaining increases, longevity, retroactive payments, warnings, suspensions, holiday pay, leaves of absence, classification changes, termination, etc.
3. Posts employees' weekly pay onto record cards, verifies accuracy and initiates any corrections or adjustments; assigns employee payroll numbers; distributes payroll checks and is responsible for any adjustments in checks such as cancellations, preparing manual checks.
4. Prepares a variety of reports and forms such as workman compensation, wage verification and unemployment compensation statements.
5. Types various letters, forms and reports; does routine filing; answers telephones, directs callers and handles all inquiries pertaining to payroll.
6. Performs salary verifications.
7. Coordinates OSHA reports for Public Facilities and Affirmative Action.
8. Coordinates Affirmative Action Reports for Public Facilities.
9. Manages workmen's compensation and Transitional Work Program.
10. Provides overtime analysis and reports for the Director of Public Facilities.

**MINIMUM QUALIFICATIONS**

High School graduate

Computer Literate, Microsoft /Windows, Excel & Word.

**EXPERIENCE AND TRAINING**

Three years of satisfactory office experience preferably with some experience in bookkeeping and computation work

Considerable knowledge of office practices and procedures.

Ability to maintain complex and varied clerical records and to prepare reports.

Basic knowledge of routine data processing techniques including coding and data entry.

Ability to work under pressure and effectively with others.

Attention to detail and accuracy.