

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2258**

**OPEN COMPETITIVE EXAMINATION FOR: PAYROLL MANAGER**

**SALARY: \$85,058.96 ~ \$112,218.67 PER YEAR** (Exempt, paid bi-weekly)

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications**, which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Supervises the preparation/submission of requisite payroll reports including, but not limited to, unemployment compensation and workmen's compensation and the monitoring of weekly overtime charges to ascertain any budget constraints. Functions as manager for full in-house payroll processing. Leads citywide payroll process improvements, including time and attendance reporting; project leader for payroll system upgrade. Manages the production of pension payroll. Solves payroll problems including social security reporting errors and W-2 errors. Resolves existing social security reporting problems. Acts as city lead in interpreting IRS regulations and ensuring City compliance. Responsible for tax filings. Audits city payments of salary, overtime, pensions, and employee fringe benefit contributions to ensure that contract requirements are met, that the City is collecting the proper amount from its employees, and to ensure that payroll properly reflects developments such as employee terminations and leaves of absence. Interprets various union contracts concerning such leave time matters as sick leave, vacation, holidays, overtime, fringe benefit plans, etc. Supervises the preparation and submission of requests for employee earnings for various state, federal and outside agencies. Prepares interdepartmental schedule for payrolls and prepares directives to various municipal agencies and departments providing instructions/recommendations for the proper handling of payroll related matters. Interacts with IT Department in the programmatic design and implementation of computer functions that improve automated aspects of payroll processing and with Human Resources for various payroll related situations and interpretation of bargaining agreements contractual clauses. Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of the policies and procedures relating to the processing of payrolls; Considerable knowledge of IRS regulations; state and federal payroll laws; supervisory principles, techniques, and methods; unemployment and workmen's compensation rules and regulations; accounting principles and practices; and office machines used in processing of payrolls. Ability to express ideas effectively, both orally and in writing; explain various regulations to department heads and agencies; review and audit payroll records accurately; establish and maintain effective working relationship with departments and agencies; schedule, assign and review work of subordinate payroll and insurance personnel; develop and install standard and special payroll procedures and forms; and prepare reports for compensation hearings and court cases; Knowledge of budgetary payroll controls.

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:**

Bachelor's degree in accounting or a related field; and three (3) years' experience in payroll work, including social security, pensions, fringe benefits, wage executions, unemployment and workmen's compensation; and three (3) years' experience in a responsible supervisory capacity.

**COPIES OF DEGREE OR TRANSCRIPTS MUST BE SUBMITTED  
AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/H/V  
EEO Utilization Report available upon request

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**WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands</b>					Depth Perception			X				
Standing		X			Color Distinction			X				
Walking			X		Peripheral Vision			X				
Sitting				X	Driving		X					
Lifting		X			<b>Physical Strength:</b>							
Carrying		X			Little Physical Effort (-10 lbs.)				X			
Pushing		X			Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			<b>Environmental Conditions</b>							
Kneeling		X			Cold (50 degrees F or less)	X						
Crouching		X			Heat (90 degrees F or more)	X						
Crawling	X				Temperature Changes		X					
Reaching			X		Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting		X			Exposure to Chemicals		X					
Feeling			X		Exposure to Gases and Fumes		X					
Talking				X	Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to bodily fluids	X						
Repetitive Motion				X	Exposure to dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to Small or Restricting Area	X						
Visual Acuity/Near				X	Mechanical Hazards		X					
Visual Acuity/Far			X		Physical danger or abuse	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: July 31, 2020