

ECONOMIST

Duties and Responsibilities

This class of positions encompasses the performance of professional economic or fiscal research and studies. Utilizes computers in the performance of these duties. All personnel perform related work and in the absence immediate supervisor, may perform duties of that position. There are three Assignment Levels within this class of positions based upon the level of responsibility.

Assignment Level I

Under supervision, performs economic research and study with latitude for independent or unreviewed action or decision.

Examples of Typical Tasks

Conducts economic research and studies involving estimates and forecasts in such areas as industrial growth and mobility, employment and the labor force, land use, the housing market, the movement of population, the production, sale and shipment of goods, school enrollment, and transportation.

Plans the collection, organization, analysis, interpretation and presentation of data relative to economic problems of the City.

Develops analyses of data based on economic studies.

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ECONOMIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Collects, classifies, evaluates, and analyzes economic data and prepares reports.

Assists in the conduct of economic surveys and field investigations.

May attend meetings and conferences dealing with economic problems of the City and participate in panel discussions and economic forums.

Secures and exchanges information and data pertinent to the economic life of the City.

Assignment Level II (See Special Note under Qualification Requirements)

Under general supervision, in addition to performing the duties of Assignment Level II, with considerable latitude for independent or unreviewed action or decision, performs highly complex economic research and study, and/or supervises staff engaged in difficult economic research and study.

Examples of Typical Tasks

Conducts highly complex economic research and studies relating to problems of the City.

Serves as the principal assistant responsible for supervising staff engaged in highly complex economic research and study. Assists in the supervision of subordinate personnel and takes full charge in the absence of the supervisor.

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ECONOMIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Supervises staff responsible for performing difficult economic research and studies relating to problems of the City.

Writes procedures.

Prepares or supervises the preparation of questionnaires and forms for the collection of economic and statistical data.

Prepares or supervises the preparation of comprehensive economic reports presenting and interpreting information for administrative and public use.

Assignment Level III (See Special Note under Qualification Requirements)

Under direction, in addition to performing the duties of Assignment Level III, is responsible for a highly complex program of economic research and supervising the staff of the program.

Examples of Typical Tasks

Plans and directs studies and research projects for the economic research program.

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Supervises professional and non-professional personnel assigned to conduct comprehensive studies and research relating to the City's economy involving estimates and forecasts in such areas as industrial growth and mobility, employment, production, sale, shipment and consumption of goods.

Supervises the planning, collection, organization, analysis, interpretation and presentation of data relative to economic problems of the City, including the preparation of questionnaires and other forms for the collection of data and the writing of procedures.

Supervises the conduct of economic survey and field investigations.

Supervises the preparation of comprehensive economic reports presenting and interpreting information for administrative and public use. Reviews and approves reports for submission.

Confers with agency and other high City officials on economic problems and participates in panel discussions and economic forums.

Qualification Requirements

1. A master's degree from an accredited college in economics, statistics, finance, management, business administration, public administration, public policy or related field; or

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2. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in one or more of the course areas of economics, statistics, finance, management, mathematics, business administration, public administration, and public policy, 12 semester credits of which must have been in economics; and one year of satisfactory full-time experience in one or more of the fields of finance; economic, fiscal or statistical research; policy analysis; or quantitative, business, market or financial analysis. Graduate semester credits in any of the areas described in "1" above may be substituted for the undergraduate semester credits on the basis that each 3 graduate semester credits may be substituted for 6 of the required undergraduate semester credits.

Special Note

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one additional year of full-time experience listed in "2" above.

To be eligible for placement in Assignment Level III individuals must have, in addition to meeting the minimum requirements, at least two additional years of full-time experience listed in "2" above.

Direct Lines of Promotion

From: None

To: None