



ECONOMIST 1

1161

GENERAL DESCRIPTION OF CLASS

The ECONOMIST 1 does research, analysis, interpretation and presentation of economic data. Employees organize and study simple economic issues; or do routine research projects where procedures are well established and unexpected problems are not anticipated. Some positions guide segments of major studies under close supervision of a higher-level analyst.

DISTINGUISHING FEATURES

This is the first of a four-level series. At this level, research methods are usually covered by procedures, but the steps to follow the procedures are involved or complicated. Some adaptation of established procedures is typical. Information needed to make decisions is readily available and understandable.

The absence of responsibility for sequencing the research steps, or selecting and developing the research study methods distinguishes the Economist 1 from the higher levels.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties.

1. Economic Data Analysis

Gather, compile, and analyze economic data from primary sources. Conduct limited scope economic studies and analysis; assess present and future outcomes; measure and predict results of economic conditions. Review economic reports compiled by local, state and federal government to identify areas needing study. Review economic data and published information and identify past and current economic trends. Forecast economic indicators based on trends. Study economic issues and confer with higher-level economists about the effects on local and statewide economies. Review and analyze economic estimates and forecasts for reliability, reasonableness and consistency. Apply various software programs to analyze, report and present basic economic research. Process economic statistical data and edit statistical schedules for reasonableness.

2. Technical Support

Create, update, maintain and distribute computerized spreadsheets and graphs containing economic data. Prepare and present technical reports, conclusions and recommendations. Prepare and deliver presentations to internal and external groups to report research findings. Compile statistical data tables. Review and edit narrative statistical information from higher-level economists before publication. Write or contribute to research reports, such as narrative descriptions of data analysis, or summary tables, graphs and charts. Create basic or maintain complex databases for economic analysis.

RELATIONSHIPS WITH OTHERS

The Economist 1 has daily contact through meetings, phone calls and written documents with State agencies, field office staff, the public, and legislative staff to explain information, receive requests for data, or gather information for economic research projects. They also have occasional contact with units

within the agency, and community groups when explaining economic research findings or current statistics.

SUPERVISION RECEIVED

The Economist 1 receives general supervision from a higher-level economist, supervisor, or project manager. The supervisor reviews work for accuracy, timeliness and compliance with professional standards and agency policy. Supervisory assistance is readily available.

Employees use readily available, well-defined agency policy and procedures to complete job duties and answer questions. Employees use independent judgment to locate and select the most appropriate guidelines, which may change due to varying circumstances. The selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the situation. Or, the employee does limited adaptation of existing procedures.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

Principles and theories of micro and macro economics, comparative economic systems, regulatory and consumer factors on economic markets, cost/benefit analysis, and economic forecasting and evaluation.
Research techniques, and statistical principles and procedures, including methods of collecting, and modeling statistical data.
Methods of economic survey data collection.
Methods of finding and identifying essential economic information.
Local, state, national and international economic issues.
Typical software and computer applications used to do statistical and economic research.
Principles and methods of statistical forecasting.

Skill to:

Present clear and concise information and ideas to groups or individuals in verbal and written form that fit the needs of the audience.
Listen to what other people are saying and ask appropriate questions.
Write effective narrative and statistical reports.
Locate and interpret economic information.
Exercise appropriate judgment in selecting analytical methods and techniques.
Work well with others to establish and maintain effective working relationships.
Gather, compile, report and interpret data.
Analyze information and make logical recommendations based on the analysis.
Use statistical software to edit, tabulate and model data.
Evaluate new information and grasp its implications to the current project.
Generate a number of different approaches to problems.
Reorganize information to get a better approach to problems or tasks.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division