



ECONOMIST 2

1162

GENERAL DESCRIPTION OF CLASS

The ECONOMIST 2 does economic research studies that analyze and forecast data in areas such as taxation, energy, transportation and labor. Employees develop economic and statistical indicator models to predict and estimate conditions and maintain the quality and reliability of the data.

Employees do each step of the research process related to the assigned area of investigation such as deciding data sources, modifying data analysis techniques, planning the method to prove the hypothesis, analyzing data, drawing conclusions, and planning the method of presentation. Projects are usually part of a continuing program (e.g., this year's data from a particular segment of the economy, or a particular geographical region).

DISTINGUISHING FEATURES

This is the second of a four-level series. Assignments typically involve studies or program segments with readily definable objectives, available information sources and conventional research methods. Methods are often difficult and involve the correlation of numerous factors, or the need to modify or develop procedures to meet unexpected or altered conditions.

The Economist 2 differs from the Economist 1 by the increased depth and complexity of economic studies, and by the responsibility for completing the entire research process. Although the Economist 2 is responsible for the validity and accuracy of data upon which policy decisions are based, they do not directly formulate policy based on research findings. This feature distinguishes this class from the Economist 3.

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 Research and Analysis

Plan and execute economic research studies, including developing methodologies and procedures for data collection. Design forms and sample surveys to collect raw data. Analyze and interpret study results. Write technical reports; prepare and present alternatives based on research findings. Monitor national, regional and local trends to aid in forecasting economic conditions. Select statistical techniques to analyze data. Research and analyze economic trends. Identify areas where additional research is needed to gain better understanding of economic conditions. Prepare statistical estimates. Analyze statutes and regulations; develop basic statistical models and economic forecasts. Recommend research plan to analyze policy. Choose statistical software, data sources, statistical techniques, and methods of presenting statistical materials.

2. Technical Assistance

Design, develop and manage database systems used for forecasting and analysis. Coordinate training and workshops. Train others in estimating techniques or changes in methodology. Give public presentations that explain economic impact of existing or proposed legislation. Write for publication economic articles and statistical reports. Design new procedures to expedite data

processing and improve data accuracy. Explain economic impacts and results of research by presenting information to community and other public groups.

3. Project Coordination

Monitor and track project schedule and performance. Verify required procedural steps are completed on time. Inform interested groups and individuals of progress. Coordinate project activities with internal units. Recommend changes to project plan in response to unforeseen changes or unexpected results. Verify quality of project deliverables. Review project records and prepare project documents.

RELATIONSHIPS WITH OTHERS

The Economist 2 has daily contact through group meetings, phone calls and written memos with state or federal agencies, research staff, field office staff, the public, and legislative staff to answer questions, provide data and give consultation. Employees have occasional contact with business and community organizations to respond to information requests.

SUPERVISION RECEIVED

The Economist 2 works independently, selecting the methods and techniques that should be used in the performance of research assignments. Work may be reviewed while in progress for accuracy, reliability and timeliness. State and federal laws, and Oregon Administrative Rules define the guidelines needed for completing job duties and answering questions.

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

Methods of finding and identifying economic data.
Principles and procedure of economic forecasting.
Statistical and quantitative techniques and theories typical to the work.
Designing and conducting data gathering surveys.
Research techniques, statistical principles and procedures, including methods of collecting statistical data, deflating time series and random sampling.
Local, state and national economic conditions.
Methods of economic computations typical to the work.
Social science methodology and research design.
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.
Methods and techniques of designing and conducting surveys.
Mainframe, personal computers and statistical software used to do economic studies.

Basic knowledge of:

Project management principles and methods.
Typical software and methods of building computer simulation models.

Skill to:

Present clear and concise information and ideas to groups or individuals in verbal and written form to fit the needs of the audience.
Listen to what people are saying and ask appropriate questions.
Write effective technical narrative and statistical reports.
Exercise judgment in selecting appropriate analytical methods and techniques.
Prepare complex tables, text, and graphics using statistical software.
Gather, compile, and report data; interpret findings.
Plan, design, and complete research projects.
Read and comprehend technical reports.
Locate and interpret economic and market information.
Analyze information and make logical conclusions and recommendations based on the analysis.
Use statistical software to edit and tabulate data and simulate statistical models.
Work well with others to establish and maintain effective working relationships.
Evaluate new information and grasp it's implication to programs, funding or policies.
Generate a number of different approaches to problems.
Reorganize information to get a better approach to problems or tasks.
Suggest investigations based on observations in related areas.
Select, modify or develop procedures to meet unexpected or altered conditions.
Evaluate and explain significant and subtle variations from expected findings.
Use programming software to develop basic economic simulation models.

Some positions may require the following:

General knowledge of one or more economic specialty areas.

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