



## ECONOMIST 3

1163

### GENERAL DESCRIPTION OF CLASS

The ECONOMIST 3 does research, analysis and interpretation of economic data in areas such as finance, taxation, program operations, new technology, socioeconomic, demographic analysis, population forecasting, transportation, labor or economic development. Employees do complex forecasting using statistical simulation models that support policy decisions or formulate policy based on research findings.

Employees do several diverse and simultaneous studies, or are responsible for several small program segments. Assignments include the full scope of the research process. Economic research techniques are often new and unprecedented, or contain complicated and imaginative extrapolation techniques.

### DISTINGUISHING FEATURES

This is the third of a four-level series. At this level, employees are responsible for the factual accuracy of results, the thoroughness of the research plan, and solid interpretations of research findings. Economic studies are likely to involve unexpected difficulties such as collection or processing problems, data peculiarities, new methodology, a lack of data requiring a difficult search for sources, the need to modify and adapt methods or new techniques and procedures.

Managing simultaneous and diverse research projects, an increased number and subtlety of the involved variables, the need for creating new procedures and methods of inquiry distinguishes this class from the lower levels. Analyzing the effect of economic policy on the operations of a broad program, and formulating policy further distinguishes this class from the Economist 1 and 2.

The Economist 3 is assigned a study or project in which the economic problem is known. Where the Economist 4 is given a problem which must be analyzed and defined, and for which they must find a solution; these studies require the conceptualization of complex economic problems. The lack of giving technical advice, which is relied upon for statewide economic policy, legislative or gubernatorial decisions further distinguishes this class from the Economist 4.

### 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

Decide the feasibility of research studies and analyses. Plan and coordinate integrated economic research studies, including developing forecasting methodologies and procedures. Maintain and report information on state, national, international and local trends and their implications on programs and policy decisions. Analyze quantitative and qualitative economic trends. Analyze revenue and impact on funding proposals, alternative taxation methods, and legislative or policy changes. Develop revenue and valuation forecasts, including baseline computer simulations. Maintain models by upgrading with current information; analyze and upgrade methodology. Design, develop and use econometric models to guide decisions. Apply various software packages to analyze, report and present technical economic research. Recommend the initiation, development or revision of studies.

## **2. Technical Assistance and Consultation**

Provide technical, analytical and consultative services. Advise others on projects requiring sample design or other statistical or economic analysis. Speak to groups and individuals on economic issues. Design and construct complex databases for collection, storage and retrieval of statistical economic data. Formulate policy recommendations from the results of economic research. Write and develop descriptive, narrative, statistical and analytical reports, correspondence and position papers. Participate as a member or chair advisory committees and sub-committees. Coordinate and direct the flow of economic information for processing. Make presentations internally and externally concerning current economic data and trends. Train and mentor lower level employees. Recommend actions or plans to solve economic problems. Answer questions and provide the public and media with information about forecasts.

## **3. Project Management**

Lead and manage research projects. Plan, assign, monitor and coordinate work of other economists engaged in gathering, compiling, analyzing, reporting and presenting economic or demographic data. Manage projects to make certain that projects are completed within planned timelines. Evaluate studies completed by lower level staff. Manage contracts for professional services for work done by outside consultants. Prepare request for proposals and assist in preparing consultant contracts. Monitor consultant's performance. Approve appropriate contract payments.

## **RELATIONSHIPS WITH OTHERS**

The Economist 3 has regular contact in-person, by telephone, and in writing with agency staff and representatives of local, State and Federal government, elected officials and private industry to discuss and exchange economic information. They also have regular contact during legislative session with legislative members and lobbyists to give information and explain study findings. Employees have occasional contact with the media to explain economic issues and forecasts. The Economist 3 may lead a research project team and plan, assign, check and coordinate the work of other economists. They may also participate as a member of an inter-disciplinary research team.

## **SUPERVISION RECEIVED**

The Economist 3 works with a high degree of independence under broad policy guidance. Employees are regarded as an expert on economic issues related to the work of a state agency or broad program. Completed work is accepted as technically authoritative. Work is periodically reviewed for alignment with State, agency and for some positions federal guidelines and policies.

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

Sources available for gathering and identifying economic data.
Software programs typical to in-depth economic analysis and model building.
Local, regional, national and international economic issues.
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.
Current economic events, movements and factors.
Forecasting and computer simulation principles and procedures.
Economic techniques and methods typical to the position assignment.
Methods and techniques of designing and conducting surveys.
Statistical and quantitative techniques and theories.
Social science methodology and research design.
Scientific research techniques; statistical and quantitative theories, principles and procedures typical to the position assignment.
Statistical software for mainframe and personal computers used to conduct economic studies.
Typical econometric and simulation models.

**General knowledge of:**

Project management principles and methods.
Methods and techniques of policy analysis and evaluation.

**Skill to:**

Present clear and concise economic information and ideas to groups, individuals or the media in verbal and written form to fit the needs of the audience.
Listen to what people are saying and ask appropriate questions.
Plan economic studies and develop project procedures.
Recognize and evaluate significant and critical factors.
Solve complex problems and draw rational inferences based on research findings.
Recognize the implications of economic factors on programs or funding.
Write effective technical narrative and statistical reports.
Exercise proper judgment in selecting analytical methods and techniques.
Prepare complex spreadsheet tables, text, and graphics.
Locate and interpret economic and market information.
Evaluate information and make independent, sound decisions and recommendations based on the analysis.
Serve as a senior-level consultant on economic issues and trends.
Work well with others to establish and maintain effective working relationships.
Understand the nature and value of available data and adjust for data problems.
Construct data sets to best achieve the theoretical research objectives.
Use programming software to develop economic simulation models, and design and manage databases.
Evaluate research results specific to a single specialization and understand its implications to other fields, areas of economic specialties or sources of revenue.
Do extensive and difficult analyses of anticipated economic effect of alternate scenarios or plans.

**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