

Class Concept

This work involves the application of professional economics knowledge and statistical techniques to the gathering, analysis, and reporting of economic data. Employees are assigned less complex economic projects or problems, or are assigned segments of an overall larger and more complex project. Work assignments are characterized by defined objectives and specific guidelines but require an overall understanding of project design and purpose. Employees use professional judgment in the location and collection of data, selection of statistical formula, interpretation of findings, and design of report format. Work is performed under the general supervision of a higher economist or administrative director and is evaluated through review of completed reports, techniques used, and the soundness of analysis and interpretation.

Employee makes analytical studies and maintains files on general economic data relating to manufacturing, employment, income, industrial production, banking, and retail trade. Develops or adopts statistical formulae and analytical procedures to be used in research studies, utilizing such statistical techniques as regression and analysis of variance. Confers with and advises other staff members of the department regarding the adoption and preparation of data for use in special reports and publications. Performs library data search, designs questionnaires, writes reports, designs graphs, charts, and other interpretive aids. Performs related duties as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and techniques of economic and social research, and statistical analysis.
- Considerable knowledge of sources of economic and statistical information and means of utilizing these sources.
- Working knowledge of the use of electronic data processing equipment.
- Ability to determine sources and methods of gathering and compiling research data.
- Ability to present technical reports and summaries in tabular, graphic, and pictorial form.
- Ability to understand and carry out complex oral and written instructions.

Minimum Education and Experience

Master's degree in economics, business administration or related field from an appropriately accredited institution; or an equivalent combination of education and experience.