

CLASS SPECIFICATION
Economist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, conducts analyses and prepares economic models to assist in financial planning, utility rates, expenditure forecasting and debt analysis as assigned; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Economists perform a variety of analyses and maintain and update economic models used in the development of budgets, financial and operational plans and rate ordinances. Incumbents are expected to work independently, applying sound professional principles, methods and procedures, subject to the direction and review from a supervisor or higher-level Economist.

Economist is distinguished from Senior Economist in that incumbents in the latter class independently perform more difficult analyses and develop and maintain more complex models and forecasts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Maintains and regularly updates financial and economic models to be used in in-depth analysis of revenues and expenditures; prepares year-end forecasts of revenues and expenditures based on past, present and expected operations.
2. Initiates and develops labor cost forecasting analyses, reports and what-if scenarios.
3. Constructs, documents and operates financial models to provide management information relating to City operations.
4. Researches local economic data and prepares forecasts; researches regional and national economic data from numerous sources.

OTHER DUTIES

1. Completes special project as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of economics, demographics and socio-economic research as they apply to the development of economic and financial forecasts.
2. Statistics, extrapolative and econometric models and related computer software, tools and techniques.
3. Sources of economic and demographic data.
4. Principles and practices of public administration, including budget, purchasing, contract processing and maintenance of public records.
5. Principles and practices of sound business communication.
6. Uses and operations of a computer and standard business software.

Ability to:

1. Analyze and evaluate economic, operational and financing issues, develop and evaluate alternatives, reach sound conclusions and develop effective recommendations and solutions.
2. Collect, analyze and integrate data from various sources and disciplines and apply sound professional concepts in their analysis.
3. Understand, interpret, explain and apply complex laws, codes, regulations, complex financial plans and contract documents.
4. Prepare clear, concise and comprehensive technical documents, reports, illustrations and other written materials.
5. Present ideas clearly, logically and persuasively in a non-technical manner to diverse audiences.
6. Exercise sound independent judgment within policy guidelines and parameters.
7. Establish and maintain effective working relationships with bureau managers and staff, representatives of other governmental and private organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in economics, mathematics, or a closely related field; and

at least two years of progressively responsible economic analysis experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0942 ECONOMIST I. Adopted: 07-01-92; Revised: 03-30-98

June 2009 - Change Job Class number from 7385 to 30000575, due to system change.