CLASS SPECIFICATION
City Economist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, serves as the City Economist and generates General Fund revenue and financial forecast; manages and participates in the preparation of complex economic analyses; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent position performs all duties of the City Economist as mandated in the City Charter and Municipal Code.

City Economist is distinguished from Principal Economist in that the incumbent is responsible for carrying out Charter mandated functions and responsibilities on a Citywide basis.

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. Plans, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Generates the General Fund revenue and other long-term financial forecasts; twice a year, publishes and communicates revenue forecast documents to management and Council.

5. Maintains a database of economic and financial indicators; conducts analyses of key growth and change variables, using econometric modeling techniques; maintains and updates forecasts; publishes and distributes 12 to 13 General Fund financial outlooks annually.

6. Monitors and reports on the fiscal impact of various legislative proposals on City functions, programs, operations and revenue streams.

7. Provides staff support for labor negotiations by costing compensation proposals and developing what-if scenarios; analyzes fiscal impacts of labor arbitrations and provides sworn testimony as required.

8. Responds to various agency, citizen and bureau requests for economic and financial data.

9. Performs fiscal impact analyses as required for enterprise zone tax and other abatements.

OTHER DUTIES

1. Prepares statistical and other research data as required; participates with and shares information with other agencies engaged in projecting financial and other trends.

2. Performs special projects as assigned by the Chief Administrative Officer or City Council.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of economics, demographics and socio-economic research as they apply to the development of sophisticated economic outlook and financial forecasts.

2. Statistics, extrapolative and econometric models and related computer software, tools and techniques.

3. Sources of economic and demographic data.

4. Community trends and market analysis techniques.

5. Project management methods, tools and techniques applicable to the management of economic studies.

6. Principles, practices, laws and regulations governing the financing of public facilities, including utilities.

7. Principles and practices of public administration, including budget, purchasing, contract processing and maintenance of public records.

8. Principles and practices of sound business communication.

9. Principles and practices of effective supervision.

10. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize and participate in a comprehensive program of developing and maintaining complex economic and financial forecasts for use by the Mayor and City Council in making budgetary and financial short- and long-term plans.

2. Analyze and evaluate complex economic, operational and financing problems, evaluate alternatives, reach sound conclusions and develop effective solutions.

3. Collect, analyze and integrate data from various sources and professional disciplines and apply expert professional concepts in their analysis.

4. Develop sound findings and conclusions regarding complex statistical and economic models and forecasts.

5. Understand, interpret, explain and apply complex laws, codes, regulations, complex financial plans and contract documents.

6. Utilize high-level communication and writing skills necessary to prepare complex revenue forecast documents for presentation to diverse technical and non-technical audiences.

7. Conduct complex analysis of legislative proposals for City and General Fund fiscal impact.

8. Prepare clear, concise and comprehensive technical documents, reports, illustrations and other written materials.

9. Present ideas clearly, logically and persuasively in a non-technical manner to diverse audiences.

10. Exercise sound expert independent judgment within policy guidelines and parameters.

11. Establish and maintain effective working relationships with the Mayor, City Council, bureau managers and staff, representatives of other governmental and private organizations, the media 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, public or business administration, finance or a closely related field; and at least seven years of progressively responsible experience in planning and performing statistical or economic research and forecasting; 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 classes:

0944 CITY ECONOMIST. Adopted: 09-21-84; Revised: 07-01-92

June 2009 - Change Job Class number from 7388 to 30000578, due to system change.