

City of Portland

**CLASS SPECIFICATION**

**ECONOMIST**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to the Director of the City Budget Office. Under general policy direction, generates revenue and financial forecasts, and prepares complex economic analyses.

Responsibilities include: conducting revenue and financial forecasts, performing complex economic analyses, and advising elected officials and Bureau/Office management on Citywide tax and revenue policy and financial management.

**DISTINGUISHING CHARACTERISTICS**

Economist is a single-incumbent classification and is responsible for duties as mandated in the City Charter and Municipal Code.

Economist is distinguished from Statistician and other Analyst series in that the Economist is responsible for advanced econometric forecasting and modeling and for carrying out Charter-mandated functions and responsibilities on a Citywide basis.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Create General Fund budget targets for budget development; provide inflation factors for non-General Fund Bureaus/Offices and internal service funds.
2. Publish revenue forecast documents and communicate findings to City Council and other executive-level management; publish and distribute General Fund financial outlooks.
3. Perform five-year and intra-year revenue forecasts and monitoring; analyze and report on fiscal impacts of legislative proposals on City functions, programs, operations, and revenue streams.
4. Maintain economic and financial indicators; analyze key growth and change variables; maintain and update forecasts.
5. Participate in advisory and committee meetings with other government agencies; make recommendations to City Council on tax policy and general financial decision-making.
6. Perform ongoing research in collaboration with staff at the state, county, and university level; collaborate with Bureau/Office representatives, City Council, and other intergovernmental agencies to obtain relevant information; consults with the Bureau of Human Resources on the costs associated with various organized labor contracts.
7. Respond to requests for economic and financial data, and execute special projects.
8. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction by the Director of the City Budget Office. This classification has significant discretion in carrying out duties.

This classification may directly supervise subordinates.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge and understanding of econometric forecasting, macroeconomic dynamics, and advanced econometric modeling techniques.
2. Knowledge of and ability to utilize computer software, tools, and techniques related to statistics and econometric modeling.
3. Knowledge of relevant principles, practices, laws, and regulations, including those relating to public administration, tax and revenue policy, Oregon Budget Law, and economic forecasting.
4. Ability to plan, develop, and maintain complex economic and financial forecasts.
5. Ability to analyze and evaluate complex economic, operational, and financial issues, evaluate alternatives, reach sound conclusions, and develop solutions.
6. Ability to communicate complex information clearly, logically, and persuasively to varied audiences, in writing and verbally; and ability to prepare clear, concise, and comprehensive technical written materials.
7. Ability to work independently with minimal supervision.
8. Ability to maintain effective working relationships with City Council, Bureau/Office management, representatives of other public agencies and private organizations, the media, and others encountered in the course of work.
9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
10. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor’s degree from an accredited college or university with major course work in economics, public finance, or a related field;

AND

**Experience:** Seven (7) years of increasingly responsible experience in economic forecasting and econometric modeling.

**Special Requirements and/or Qualifications**

None.

**Preferred Qualifications**

Advanced degree from an accredited college or university in economics, public finance, or a related field.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: