

Class Title: City Economist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Work performed within this class is considered advanced professional work which involves serving as an economic analyst and policy advisor. This includes performing complex analysis regarding economic trends impacting local government planning.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans, designs, and conducts research to aid in interpretation of economic relationships impacting local government planning.
2	S	Devises methods and procedures for collecting and processing data, utilizing knowledge of available sources of data and various econometric and sampling techniques.
3	S	Reviews and analyzes economic data in order to prepare reports detailing results of investigation, to forecast future trends, and to stay current with economic changes.
4	S	Prepares complex economic trend analysis in preparation of long range financial planning; analyzes national and state economic trends and their relationship to local revenues.
5	S	Compiles data relating to research area, such as employment, productivity, and wages and hours; develops economic guidelines and standards, including points of view used in forecasting trends and formulating policy.
6	S	Organizes data into report format, including preparation of graphic illustrations of research findings.
7	S	Formulates recommendations, policies, or plans to interpret market data or to solve economic problems; presents findings and recommendations to City Council, executive management, or other audiences.
8	S	Provides advice and consultation to City, public, and private agencies.
9	S	Works with applicable City management and staff.
10	S	Performs related work, as required.

CSC Adopted: June, 2013 CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge of economics, accounting, budgeting, business administration, advanced statistics, or finance. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. A Master's degree is preferred.
Experience	Considerable experience in the use, understanding, and application of related economic principles and theories, preferably in a governmental setting.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read, interpret, and apply various reports, legislation, policies, and other job-related materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, complex statistical analyses and economic modeling.
Writing	Work requires the ability to write reports, general correspondence, and memoranda; prepare presentations, research, and technical analyses.
Managerial	Managerial responsibilities include formulating policies and developing work plans.
Budget Responsibility	Researches and prepares recommendations for management relating to trends which may impact short and long-term budget expenditures.
Supervisory / Organizational Control	May coordinate and direct staff in accomplishing specific projects.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Citywide policies, procedures, or precedents may be developed and/or recommended.
Interpersonal / Human Relations Skills	Ability to relate to and communicate effectively with administrators, management, and others within and outside the organization to present and explain what findings mean and their implications for various technical, systems-related, or process-related topics. Ability to represent the organization effectively. Ability to develop cooperative business associations. Working with various local, state and federal agencies is also required. Contacts may involve support of controversial positions or the negotiation of sensitive issues.

CSC Adopted: **June, 2013** CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	To/from office equipment, to/from meetings
Lifting	O	Office supplies, files, office equipment, presentation materials
Carrying	O	Office supplies, office equipment, presentation materials
Pushing/Pulling		
Reaching	O	Desk to telephone
Handling	F	Office supplies, files, manuals, office equipment, presentation materials
Fine Dexterity	O	Computer keyboard, calculator, writing, presentation equipment
Kneeling		
Crouching		
Crawling		
Bending		
Twisting	F	Desk to phone
Climbing		
Balancing		
Vision	C	Computer, desk work, reading, writing, presentations, meetings, driving
Hearing	C	Telephone, staff, supervisor, presentations, meetings
Talking	F	Telephone, staff, supervisor, presentations, meetings
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related peripheral equipment; job-related software, including standard Microsoft Office Suite; City financial system software, statistical and economic modeling programs.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other (see 2 below)	

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3) N/A