

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

## Class Title: Economic Forecast Specialist

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responsible for performing advanced professional work related to the research, analysis and reporting of economic, financial and demographic data. Directs and participates in the development, analysis and maintenance of statistical and information resources particularly related to revenue and expenditure patterns and economic modeling. Responsible for applying advanced statistical models, such as Box Jenkins, and developing revenue estimates. Prepares and analyzes national economic trends and their relationship to state and local revenues. Conducts complex, in depth analysis of proposed legislation. Prepares complex economic trend analysis in preparation of the long range financial plan.

### **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	Coordinates and prepares the revenue forecast for the long range financial plan. Collects and analyzes information from constitutional officers, elected officials, State agencies and Universities involved in revenue projecting, economic modeling and/or maintenance of demographic analysis. Evaluates budget reductions and enhancement requests for funding from written recommendation for the Director. Coordinates and prepares budget development for the operating and Capital Improvement Program by coordinating the preparation of budget documents, evaluating budget requests, analyzing expenditure and revenue budgets and developing detailed explanations of changes.
2	S	Serves as lead in developing and coordinating the city-wide annual revenue budget. Assists with and participates in problem solving of complex budget and policy issues for City departments. Assists departments with the preparation of their detailed budget documents. Prepares comprehensive reports for numerous departments detailing the financial condition.
3	S	Prepares financial reports, revenue performance reports, and revenue manuals. Prepares fiscal analyses through the use of advanced statistical methodology to project the revenue impact of raising or lowering taxes. Performs comprehensive analysis of special projects and prepares reports as requested by the Director. Conducts complex analytical studies and research project to assist executive management with long term policy development and problem solving. Researches recommended changes in economic policy, procedures and development.
4	S	Manages, develops, analyzes, and maintains information resources used by City staff; gathers and coordinates the gathering of demographic, census, population, employment and housing.
5	S	Serves on internal and external ad hoc task forces and committees to study program management issues and makes recommendations as appropriate. Makes presentations to the civic leagues and residents in the community.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge of 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.
Experience	Three years of economic forecasting experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read various reports, legislation, and related materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analyses.
Writing	Work requires the ability to write reports, presentations, letters, memorandum, research and technical analyses and general correspondence.
Managerial	Managerial responsibilities include developing policies, developing work plans, and scheduling staff.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**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	Copier, fax machine, filing, presentations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	To/from office equipment, to/from meetings
Lifting	O	Office supplies, files, manuals, boxes, office equipment, presentation materials
Carrying	O	Office supplies, files, manuals, boxes, office equipment, presentation materials
Pushing/Pulling	O	Presentation materials
Reaching	F	Filing in cabinet drawers, desk to telephone
Handling	F	Office supplies, files, manuals, boxes, office equipment, presentation materials
Fine Dexterity	O	Computer keyboard, calculator, writing, presentation equipment
Kneeling	R	Reaching under lower shelves or under tables
Crouching	R	Reaching under lower shelves or under tables
Crawling	N	
Bending	O	Retrieval of boxes, filing
Twisting	F	Desk to phone
Climbing	N	
Balancing	R	While carrying heavy objects, books, boxes
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, laser or inkjet printer, copy machine, fax machine, telephone, overhead projector, TV/VCR, audio equipment, Standard Microsoft Windows and Office software, SEQEL programming, Advantage Financial System software (AFIN)

**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	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	S		
Other (see 1 below)	N		

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

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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

- (3)