



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF ECONOMIST	42	B	7.707
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

SERIES CONCEPT

Economists prepare and conduct research, analysis and studies of economic, social, fiscal and other factors in relation to topic of study.

Conduct research and analysis of economic, social, industrial and/or employment factors in order to identify trends and/or possible implications on the State.

Collect, analyze and interpret data such as labor market trends, population projections, and industrial activity in order to produce economic or caseload forecasts to be used by State agencies in forecasting budgetary and service delivery levels.

Provide technical assistance to State and local officials by providing and interpreting data and analysis and assisting in strategic planning based upon analysis.

Make presentations to community groups regarding national and State economic trends and resulting implications.

Produce reports containing graphs, tables, and written analysis of statistical and economic data for internal use, submission to the State and federal government, or publication and distribution to local governments and the general public.

Prepare and conduct various required and specially assigned statistical surveys including designing or updating collection form, evaluating and analyzing data, and developing narrative summaries of analysis.

Update information stored in data base and assist in developing a complex information system in order to enhance the efficiency and effectiveness of work performed; extract and manipulate data stored in a data base to perform economic and statistical analysis.

May supervise professional, technical, or administrative staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Perform related duties as assigned.

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Page 2 of 4

CLASS CONCEPTS

Chief Economist: Under administrative direction, the Chief Economist is responsible for planning, organizing and directing the work of a research section within a department as well as performing research activities involving the application of recognized economic and research principles; analyze project requirements and associated costs, approve methodologies and timeframes, monitor progress of projects, and make appropriate adjustments as necessary to ensure completion according to project specifications, established timeframes and cost parameters; secure funding for section projects by soliciting or responding to advertised bids and negotiating contracts with State and federal agencies; consult with other department supervisors in developing proposals including budget and project design; develop, recommend and monitor the section budget; allocate expenses and resources as appropriate and make adjustments as necessary; direct and/or conduct research, analysis and studies of economic, social, fiscal and other factors in relation to the topic of study; participate in the development of strategies and State and national policy positions by serving on committees and advisory boards and providing expertise in the areas of economics, statistical analysis and research, and labor market information; provide information to legislative bodies, industry, media, civic groups, and the general public regarding economic data, labor force statistics, employment demographics, research efforts, and pending legislation; testify at hearings, issue statements, make speeches and respond to individual requests for information; ensure business leaders, organizations and others are provided with current and projected economic information; and supervise a staff of Economist III's to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Economist III: Under general direction, Economist III's perform the full range of duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Incumbents are expected to have full supervisory authority over Economist II's and Economist I's and/or perform comprehensive, broad based research and analysis involving the application of more advanced economic principles and statistical/econometric techniques to difficult problems. This is the advanced journey level in the series.

Economist II: Under general direction, Economist II's perform the duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. Work is assigned through goals and objectives and reviewed for technical accuracy. This is the journey level in the series.

Economist I: Under general supervision, Economist I's perform the duties as described in the series concept in an entry level capacity. Work involves the application of recognized economic and research principles and a moderate level of complexity. Work is assigned through direction and reviewed for technical accuracy. This is the entry level in the series, and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

CHIEF ECONOMIST

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in economics, labor economics, econometrics, statistics or related field and five years of professional experience in conducting statistical/economic data collection, analysis and research involving the application of statistical, mathematical and economic principles and research modeling, two years of which must have included supervising lower level economists; **OR** two years of experience as an Economist III in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

CHIEF ECONOMIST (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: research techniques and methods of analysis; current economic trends and the implications of the particular area of research; economic and statistical theories, principles, practices and techniques. **Working knowledge of:** data processing and computer system capabilities; project management techniques including cost estimation and resource allocation; statistical and quantitative techniques including correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers. **General knowledge of:** supervisory principles and practices. **Ability to:** make formal presentations to various groups; provide effective training to staff and customers. **Skill in:** advanced mathematical computation; composing narrative summaries of research findings and analysis; designing and creating database and informational programs and systems; motivating others to effective action; operating a personal computer for database management, statistical analysis, word processing and web-based software products; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State laws regarding employment service programs and unemployment compensation; governmental accounting and budgetary procedures to effectively develop budgets, interpret financial analyses, develop contracts and make adjustments to budgets to ensure limits are not exceeded.

ECONOMIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in economics, labor economics, econometrics, statistics or a related field and three years of professional experience in conducting statistical/economic data collection, analysis and research involving the application of advanced statistical, mathematical and economic principles and research modeling; **OR** one year of experience as an Economist II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: econometrics, research design, statistical analysis, and quantitative methods and procedures; economic principles, concepts and theory. **General knowledge of:** supervisory principles and practices; selection and application of research models appropriate to project; fiscal analysis and forecasting techniques; new and alternative economic and statistical research and forecasting approaches; data processing and computer system capabilities in the areas of forecasting and trend analysis. **Skill in:** planning and designing economic studies and projects; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Chief Economist.)

ECONOMIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in economics, labor economics, econometrics, statistics or a related field and two years of professional experience in conducting statistical/economic data collection, analysis and research involving the application of advanced statistical, mathematical and economic principles and research modeling; **OR** one year of experience as an Economist I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

ECONOMIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: current economic trends and their implications on the particular area of research responsibility. **Skill in:** performing standard statistical and quantitative techniques including simple correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Economist III.)

ECONOMIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in economics, labor economics, statistics or a related field; **OR** an equivalent combination of education and experience in conducting statistical/economic data collection and analysis involving the application of statistical, mathematical and economic principles.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: economic and statistical theory, procedures, practices and techniques; research techniques and methods of analysis. **Skill in:** advanced mathematical computation; written English to sufficiently compose narrative summaries of research findings and analysis which are grammatically correct and comprehensible; operating a personal computer to effectively input and retrieve information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Economist II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.707</u>	<u>7.719</u>	<u>7.723</u>	<u>7.740</u>
ESTABLISHED:	6/1/67	11/20/79R 4/25/80PC	6/01/67	6/01/67
REVISED:			4/13/70	
REVISED:			11/16/72	11/16/72
REVISED:			11/17/76	11/17/76
REVISED:			11/20/79R 4/25/80PC	11/20/79R 4/25/80PC
REVISED:		11/13/87	11/13/87	11/13/87
REVISED:	10/12/88R 6/09/89PC			
REVISED:	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC
REVISED:		6/21/99R 12/16/99PC	6/21/99R 12/16/99PC	6/21/99R 12/16/99PC
REVISED:	7/15/05PC			
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC	6/10/16PC