



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>
EXECUTIVE BRANCH ECONOMIST	41	B	7.718

Within the Governor's Finance Office, under administrative direction, the Executive Branch Economist plans, organizes, develops and manages research related to complex, long and short range forecasting of diverse tax revenue and social welfare caseload projections; acts as the primary spokesperson for the Executive Branch of State government and the Governor's Finance Office.

Conduct research and analysis of economic, social, industrial and/or employment factors in order to identify trends and/or possible implications on the State; present research findings and recommendations to the Governor, the Governor's senior staff, the budget director and/or the chief financial officers at the agency level for the purpose of budget and policy development.

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 other 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.

Present and defend the State revenue forecasts to the State Economic Forum; make presentations to community groups regarding national and State economic trends and resulting implications.

Prepare in-depth research papers and reports of statistical and economic data containing graphs, tables, written analysis and recommendations for internal use, submission to the State and federal government, professional publication and/or for 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.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in economics, labor economics, econometrics, statistics or related field and three years of professional experience which included economic research, model building, forecasting, fiscal and trend analysis and interpretation and the development of presentations, reports and recommendations. This experience must have involved the application of advanced statistical mathematical and economic principles and research modeling; **OR** two years of experience as an Economist III in Nevada State service performing duties as described above; **OR** an equivalent combination

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)
of education and experience as described above.

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

Working knowledge of: 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 economic and fiscal forecasting and trend analysis; computerized presentation techniques; economic trends and their implications on the development of research models for forecasting; national, State, regional and local economic trends and climate. **General knowledge of:** State econometric and demographic measures and estimation procedures; project management techniques including cost estimating and resource scheduling; data processing and computer system capabilities. **Ability to:** analyze and interpret complex interrelated financial, economic, social and demographic information; prioritize projects and organize work activities accordingly; analyze long range program performance, revenue and expenditures and develop recommendations and alternatives. **Skill in:** designing and creating databases and developing informational programs, systems and forecasting models; writing comprehensive reports and recommendations using correct English grammar, spelling, vocabulary and punctuation; making effective verbal presentations to individuals and groups; operating a personal computer to effectively input and retrieve information; and motivating others to effective action.

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

Detailed knowledge of: tax revenue, gaming fee tax, caseload trend, fiscal analysis and forecasting techniques; the State's computerized financial system to monitor budget trends. **Working knowledge of:** economic trends and their implications in the development of research models for forecasting State tax revenue and social welfare caseload; legislative and executive budget processes within State government; national, State, regional and local economic trends and climate. **General knowledge of:** organization and functions of State agencies. **Ability to:** provide expert technical advisement regarding revenue and caseload economic forecasts to the governor, budget director and other high level officials; defend research findings and provide information and justifications to the highest level groups and individuals in State government. **Skill in:** presenting in both verbal and written form highly technical research information to a variety of individuals and groups for the purpose of clarification and/or persuasion; organizing, planning and implementing multiple projects and areas of responsibility where little precedent exists in solving complex problems.

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.

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