

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Economic Analyst

Class Code: 10822

Pay Grade: GH

A. Purpose:

Compiles and analyzes data on labor market conditions and trends using analytical, computerized and statistical methodology to fulfill Bureau of Labor Statistics program contracts and other Department of Labor statistical programs and to disseminate information on the South Dakota economy and labor market.

B. Distinguishing Feature:

Economic Analysts compile, edit, and study economic data and explain trends or changes in employment statistics.

Senior Economic Analysts oversee the total survey/program process, from sample selection to analyzing and interpreting survey results. In-depth analysis of data is conducted to explain statistics and to develop trend knowledge in several labor market program areas.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Screens survey data, detects and investigates errors and data fluctuations, and derives estimates for incomplete or missing information to ensure that data is valid and reflective of actual labor market conditions.
 - a. Reviews survey forms submitted by employers, corrects errors, or contacts employers to obtain the correct information.
 - b. Screens data through a series of computer runs to search for discrepancies in survey data.
 - c. Corrects errors or makes estimates for incomplete or missing data.
2. Analyzes trend information, determines reason for fluctuations and assigns comment codes to Bureau of Labor Statistics reports to accurately represent changes in the labor market and economic conditions.
3. Assigns and verifies North American Industry Classification System (NAICS) codes to properly classify employers by industry type following Bureau of Labor and Statistics (BLS) criteria.
4. Responds to requests for information by determining nature of request, retrieving information or statistics and explaining results to ensure information requests are processed accurately and expediently.
5. Participates on special project/assignment teams by collecting data and statistics in assigned areas to ensure the project is completed within required deadlines.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to an administrator. Does not supervise but may direct the work of other staff.

E. Challenges:

Challenged to collect and analyze valid survey data and to make accurate predictions on missing or inaccurate data.

Typical problems include identifying errors by examining survey forms, researching past documentation and contacting employers for additional information; uncooperative employers; requestors unsure of what information they are seeking; assigning comment codes to atypical situations; and meeting deadlines for required reports.

F. Decision-making Authority:

Decisions made include determining if survey information is correct and valid, how to investigate error, what information to provide to a requestor and where to find it, NAICS and comment codes to assign, and estimates for incomplete or missing data.

Decisions referred to a superior are approval of information gathered for a requestor, information requests outside area of expertise, when to contact an employer to verify or gather information, determining contract deliverables for programs and implementing technical changes in programs.

G. Contact with Others:

Daily contact with other staff and the public to answer requests for information, other agencies to provide or receive information; and weekly contact with business owners to clarify or obtain survey data.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- economic theory and analysis;
- statistics and statistical research methodology;
- mathematics;
- computers and Microsoft software.

Ability to:

- work accurately with detailed data analysis;
- deal tactfully with others;
- communicate information clearly and concisely;
- use a computer and use Microsoft Word, Excel and Access software programs.