

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Senior Economic Analyst**

**Class Code: 10824**

**Pay Grade: GI**

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### **A. Purpose:**

Analyzes, interprets and oversees labor market surveys/programs, serves as liaison between the U.S. Bureau of Labor Statistics (BLS) and the S.D. Labor Market Information Center (LMIC), participates on special assignments by gathering information or serving as team leader, and answer requests for information to ensure BLS reports accurately describe economic and labor conditions in SD and to disseminate information on the SD economy and labor market.

### **B. Distinguishing Feature:**

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. The Economic Analyst compiles edits and analyzes data on smaller surveys and portions of larger surveys.

### **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. Oversees surveys, analyzes and interprets results, and prepares reports for submission to BLS to ensure accurate completion of contract deliverables.
  - a. Analyzes and interprets labor market surveys/data and prepares reports for the Bureau of Labor Statistics.
  - b. Formulates unemployment rates at county or state levels, analyzes changes in data and provides explanations for declines or increases.
2. Prepares information to be published in the form of articles, bulletins, charts and graphs to explain labor market survey program results and account for developing trends.
3. Establishes procedures and sets time frames for contractual agreements, interprets BLS directives and implements needed changes to ensure surveys/programs meet contract obligations and deadlines.
4. Researches information requests, develops, compiles, and explains needed information to accurately disseminate information about the South Dakota labor market.
  - a. Interprets BLS technical directives and program changes.
  - b. Provides technical assistance to other analysts.
5. Participates on special project teams to gather and analyze requested data, or functions as team leader by coordinating assignments and deadlines to ensure projects are effectively completed.
6. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to an administrator and does not supervise but provides work direction and training for Economic Analysts and other office staff.

#### **E. Challenges and Problems:**

Challenged to meet an ever increasing demand for information and interpretation of labor market trends. This is difficult because many times requestors have only a vague idea of what information they need.

Typical problems include to ascertaining what information is needed and where to find it; analyzing and interpreting labor market information and conveying these findings; businesses not cooperating with surveys, errors in surveys reports that must be tracked down and corrected, incorporating BLS technical directives into analytical and reporting procedures, and meeting BLS deadlines for reports.

#### **F. Decision-making Authority:**

Decisions made include how to handle unusual fluctuations in program statistics, format and content of special projects, time frames and procedures to complete contractual agreements, how to answer information requests, determining if benchmark adjustments are necessary, as well as calculating and correcting adjustments.

Decisions referred to a superior are organizing teams for special projects, negotiating contract deliverables with BLS, and budgeting for surveys and programs.

#### **G. Contact with Others:**

The incumbent has daily contact with the public to respond to information requests, ongoing contact with business owners to clarify or obtain information or correct mistakes, and ongoing contact with the Bureau of Labor Statistics to give or receive information on submitted reports.

#### **H. Working Conditions:**

Works in a typical office environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- economic theory and analysis;
- mathematics;
- statistical programs and methodology;
- South Dakota labor force and economy.

Ability to:

- analyze numbers and statistics;
- communicate information clearly and concisely;
- deal tactfully with others;
- use a computer.