

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Economic Analyst

Class Code: 010824

Pay Grade: GJ

A. Purpose:

Analyzes, interprets and oversees labor market surveys/statistical programs and monitors program operations, 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, provides technical guidance, develops and maintains program data to ensure state data sets accurately reflect economic, employment and other labor conditions in SD and to disseminate information on the SD economy and labor market. Responds to information requests to ensure accurate and appropriate workforce data are used for the purpose at hand.

B. Distinguishing Feature:

Senior Economic Analysts oversee the total survey/statistical program process, from sample selection to analyzing and interpreting micro data received by employers through surveys or other reports for an assigned program. In-depth analysis of data is conducted to ensure accuracy of statistics and understand trends in data sets. May develop employment projections.

Economic Analysts organize, compile, edit, analyze, and study economic data on smaller surveys or statistical programs, and assist senior economic analysts on same with larger surveys and programs. Explain trends or changes in employment statistics.

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 and statistical programs, analyzes and interprets results, and prepares reports for submission to various agencies to ensure accurate completion of federal contract and grant deliverables.
 - a. Analyzes and interprets data provided by employers to labor market surveys/reports and prepares data for publication and for reports to 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.
 - c. Reviews employment estimates developed by BLS for South Dakota using economic modeling to ensure they are accurately reflecting South Dakota labor market conditions, based on knowledge of current industry and economic happenings in the state.
 - d. Researches relevant information such as employer layoffs and hires, and large events impacting employment levels.
 - e. Inputs, analyzes, forecasts and reviews statistical models to develop long and short-term employment projections by industry and occupation.
2. Prepares data, graphics such as bar or line graphs and narrative information to be presented or published in the form of articles, web pages and reports to provide and explains workforce data sets and labor market trends.
3. Establishes procedures and sets time frames for contractual agreements, interprets federal directives and implements needed changes to ensure surveys/statistical programs meet contract obligations and deadlines.

4. Researches information requests, develops, compiles, and explains needed information to accurately and appropriately disseminate information about the South Dakota labor market.
5. Provides technical assistance to other analysts.
6. 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.
7. Performs other work as assigned.

D. Reporting Relationships:

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

E. Challenges and Problems:

Challenged to meet an ever-increasing demand for information and data analysis, while meeting federal deliverables, data quality, and confidentiality standards.

Typical problems include ascertaining what information is needed and where to find it; analyzing and interpreting micro data provided by employers to tabulate and provide workforce data which accurately reflects labor market conditions; businesses not voluntarily providing data, errors in data provided by employers through surveys or other reports that must be tracked down and corrected, incorporating technical directives into analytical and reporting procedures, and meeting federal deadlines for reports as well as publication deadlines

F. Decision-making Authority:

Decisions made include how to handle inconsistencies in micro data or unusual fluctuations in program statistics, sample selection for surveys, time frames and procedures to complete contractual agreements, how to best answer information requests, and determining if benchmark adjustments are necessary.

Decisions referred to include negotiating contract deliverables with BLS, budgeting for surveys and programs, final survey form approval, format and content of special projects, and final report approval.

G. Contact with Others:

The incumbent has ongoing contact with employers to collect data or to clarify or obtain information or correct mistakes, and ongoing contact with regional and national Bureau of Labor Statistics program staff to provide or receive information or technical guidance as needed. Has occasional contact with the public to respond to information requests.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- statistics and statistical research methodology;
- mathematics;
- economic theory and analysis;
- computers and Microsoft software;
- data forecasting procedures and theories;
- South Dakota labor force and economy.

Ability to:

- analyze numbers and statistics;
- communicate information clearly and concisely;
- deal tactfully with others;
- use a computer and Microsoft Word, Excel and Access software.