

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ECONOMIC/COMMUNITY DEVELOPMENT ANALYST

JOB DESCRIPTION

Employees in this job function as professional economic/community development analysts, completing or overseeing a variety of assignments to create and retain jobs through the development, analysis, promotion and support of economic and/or community development programs. Employees develop and support activities, programs and plans for economic growth and development.

There are five classifications in this job.

Position Code Title – Economic/Community Development Analyst (Departmental Trainee)-E

Economic/Community Development Analyst (Departmental Trainee) 9

This is the entry level and serves as a parallel classification to the Economic/Community Development Analyst 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Economic/Community Development Analyst 9; i.e., the employee carries out a range of professional economic/community development analyst assignments while learning the methods of the work.

Position Code Title – Economic/Community Development Analyst-E

Economic/Community Development Analyst 9

This is the entry level. The employee carries out a range of professional economic/community development analyst assignments while learning the methods of the work.

Economic/Community Development Analyst 10

This is the intermediate level. The employee performs an expanding range of professional economic/community development analyst assignments in a developing capacity.

Economic/Community Development Analyst P11

This is the experienced level. The employee performs a full range of professional economic/community development analyst assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

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Position Code Title – Economic/Community Development Analyst-A

Economic/Community Development Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Meets with business representatives and community officials to determine needs and goals for overall growth and development of plans, support activities, and programs.

Provides information on state, federal and private economic and community development programs or workforce development programs.

Designs, organizes, markets and presents tours, trade missions, seminars, workshops, meetings, banquets, conferences, etc., to promote economic and community development activities or workforce development programs.

Provides information to workforce development boards, which may involve analysis of economic and labor market factors for the creation and retention of jobs in the state.

Provides information and services to businesses and communities concerning issues such as financial analysis, impact, packaging, planning, development, resources; and/or issues such as civil rights, equal opportunity, labor standards, taxes, bonding requirements, licenses, permits, workforce development, etc.

Provides information and services to businesses and communities concerning site location which may involve real estate, taxes, buildings, infrastructures, natural resources, environmental impact, etc.

Analyzes applications for technical and financial feasibility and conformance with federal and state rules, regulations and guidelines, bonds, etc.

Develops, administers, monitors or evaluates economic and community development programs, grants and/or contracts for conformance, effectiveness and timeliness.

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Provides technical assistance and serves as an advocate for businesses and communities to identify and resolve economic development impediments.

Identifies, develops and/or supports target industries and existing businesses and provides marketing programs, technology transfer data, financial resources, etc., for those businesses.

Evaluates, identifies and promotes model community and business economic development projects.

Develops community and county profiles and/or other information to assist businesses and communities in assessing socio-economic data for growth project decisions.

Identifies, attracts and assists foreign investors and businesses to locate in Michigan.

Identifies and coordinates foreign markets for Michigan products.

Researches, analyzes and develops a data base to determine economic climate for such issues as marketing trends, building sites, operating costs, taxes, transportation, natural resources, labor markets, utility costs, community factors, raw materials, revenue forecasting, etc.

Researches and analyzes economic development or workforce development issues including legislation, policies, annual reports and other correspondence, and prepares response to information requests from the public and private sectors.

Coordinates and promotes community and economic development groups.

Creates, designs, and produces marketing and communication materials to promote in state, national, and international business and industry.

Reviews and analyzes community annexation, incorporation and consolidation proposals to evaluate impact on community and economic development projects.

Identifies commercially and technically viable research prototypes eligible for state product development grants.

Reviews and analyzes local economic and labor market conditions to promote appropriate workforce development training programs.

Meets with private sector, banking and investment communities to explain, promote and facilitate use of state development finance tools.

Presents credit analyses of loan applicants to communities, board and/or authority members with recommendations for board and authority action.

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Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Economic/Community Development Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Economic/Community Development Analyst 12 (Senior Worker)

Performs on a regular basis professional economic/community development analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of community structures, organizations, and functions.

Knowledge of business structures, organizations, and functions.

Knowledge of local, state and federal community and economic development, programs, issues, trends, etc.

Knowledge of workforce development administration programs, issues, trends, etc.

Knowledge of structures and programs which result in business development and job creation.

Knowledge of public and private financing, including debt, equity and venture tools and criteria.

Knowledge of laws, rules and regulations concerning real estate, business taxes, labor, financing, environmental impact, etc.

Knowledge of national and international marketing strategies.

Knowledge of the development, design, and production of marketing materials to promote national and international business and industry.

Knowledge of public relations practices.

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Knowledge of international trade market, laws, and practices.

Knowledge of commercial credit analysis criteria.

Knowledge of federal and state procurement systems.

Ability to coordinate data from diverse sources, organize it and present conclusions.

Ability to analyze complex and technical financial and economic reports, projects, research papers, periodicals, etc.

Ability to analyze financial grant or loan applications.

Ability to design, organize, and present promotional programs.

Ability to organize, evaluate, and present information effectively.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to develop and administer program policies, procedures, and guidelines.

Ability to negotiate and resolve complex technical problems involving diverse and conflicting issues.

Ability to assess market potential of new products.

Ability to make financial judgement as to credit-worthiness of proposed projects and to make and defend recommendations for loans on that basis.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills and Abilities

Economic/Community Development Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Economic/Community Development Analyst 9

No specific type or amount is required.

Economic/Community Development Analyst 10

One year of professional experience in commercial financial analysis, marketing, international marketing, workforce development, or public, private economic, or community development equivalent to an Economic/Community Development Analyst 9; or, involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan or grant applications, developing and implementing programs to identify foreign markets for export of Michigan products..

Economic/Community Development Analyst P11

Two years of professional experience in commercial financial analysis, marketing, international marketing, workforce development; or public or private economic or community development equivalent to an Economic/Community Development Analyst, including one year equivalent to an Economic/Community Development Analyst 10; or, involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan or grant applications, developing and implementing programs to identify foreign markets for export of Michigan products..

Economic/Community Development Analyst 12

Three years of professional experience in commercial financial analysis, marketing, international marketing, workforce development, or public or private economic or community development equivalent to an Economic/Community Development Analyst, including one year equivalent to an Economic/Community Development Analyst P11; or, involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan or grant applications, developing and implementing programs to identify foreign markets for export of Michigan products..

Alternate Education and Experience

Economic/Community Development Analyst 9

Educational level typically acquired through completion of high school and five years of experience providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan and grant applications, developing and implementing programs to identify foreign markets for export of Michigan products, or involving the creation, financing, and operation of a business.

Economic/Community Development Analyst 10, P11, and 12

Additional experience in the above areas will be credited for each of the respective classification levels on a year-for-level basis. For example, completion of high school and six years of experience involving the creation, financing, and operation of a business, or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic development issues, etc., is creditable for the Economic Community Development Analyst 10 classification.

Education and Experience for Economic/Community Development Analyst (Departmental Trainee) 9

Education

Educational level typically acquired through completion of high school.

Experience

Administrative Support Experience

Two years of E10- or E11-level experience.

OR

Four years of advanced or supervisory 9-level, or Senior Executive Management Assistant 9 experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Business and Administrative Experience

Two years of E9- or E10-level experience.

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OR

One year of advanced or supervisory 10-level (or higher) experience.

Human Services Experience

Two years of E9- or 10-level paraprofessional* or nursing experience.

OR

Two years of E10- or E11- or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Engineering and Scientific Experience

Two years of E10-, E11-level or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Safety, Security and Regulatory Experience

Two years of E11-level experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

Economic/Community Development Analyst

Position Title

Economic/Community Development Analyst
(Departmental Trainee)-E

Position Code

ECDATRE

Pay Schedule

NERE-002P

Economic/Community Development Analyst-E

ECDALTE

NERE-174

Economic/Community Development Analyst-A

ECDLATA

NERE-180

ECP Group 2
Revised 7/11/06
TeamLeaders