

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ECONOMIC MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional Economic Analysts in activities to evaluate and model the economy, the labor market, utility and insurance rate structures, agriculture production and the generation of tax revenues. The work requires knowledge of the policies, procedures, and regulations of economic research and analysis, and supervisory techniques, personnel policies, and procedures.

There are two classification levels in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Economic Manager-3

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The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Economic Manager-4

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The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

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Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the research, compilation, analyses, interpretation, and preparation of data on economic conditions in Michigan.

Coordinates surveys for determining and analyzing occupational employment statistics, wage information, labor supply and demand, tax revenues, agriculture production and insurance and utility rate structures.

Directs the development of economic forecast using econometric techniques.

Directs the identification of economic indicators in respect to trends of the national and local economies.

Directs the evaluation of rate structures, cost of money, rates of return, and other economic parameters of the insurance and utility industries.

Directs assessments of the economic impact of tax laws and proposals, including projections of anticipated revenue collection.

Reviews and analyzes economic data in order to direct the preparation of reports detailing results of performed research.

Recommends policies to meet the economic needs of Michigan.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles of economics, including econometrics and forecasting.

Thorough knowledge of micro and macro economic theory.

Thorough knowledge of economic research and survey sampling techniques.

Thorough knowledge of graphic and narrative techniques for the presentation of data.

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Thorough knowledge of economic indicators for national and local economic trends.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of labor relations.

Considerable knowledge of mathematics and statistical theory.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedent in making management decisions.

Ability to develop procedures and methods.

Ability to organize, evaluate, and present information effectively.

Ability to conduct research studies.

Ability to gather and analyze economic data and present findings.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with a major in economics.

Experience

Four years of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst, including two years equivalent to an Economic Analyst P11 or one year equivalent to an Economic Analyst 12.

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
ECONMCMGR

Job Code Description
Economic Manager

Position Title
Economic Manager-3
Economic Manager-4

Position Code
ECONMGR3
ECONMGR4

Pay Schedule
NERE-186
NERE 188

ECP Group 3
Revised 2/9/07
TeamLeaders