

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**ECONOMIC ANALYST**

**JOB DESCRIPTION**

Employees in this job function as professional economic analysts, completing or overseeing a variety of assignments to evaluate and model the economy, the labor market, utility and insurance rate structures, agriculture production and the generation of tax revenues. Typical work is performed by reviewing and analyzing economic data to prepare reports detailing the results of performed research.

There are four classifications in this job.

**Position Code Title – Economic Analyst-E**

Economic Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional economic analyst assignments while learning the methods of the work.

Economic Analyst 10

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

Economic Analyst P11

This is the experienced level. The employee performs a full range of professional economic 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.

**Position Code Title – Economic Analyst-A**

Economic 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 which 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.

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### 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.

Researches, compiles, analyzes, interprets, and prepares data on economic conditions in Michigan.

Reviews and analyzes economic data to prepare reports detailing results of performed research.

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

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

Develops economic forecasts utilizing econometric techniques.

Maintains records and reports related to the work.

Assesses economic impact of tax laws and proposals, and makes projections of anticipated revenue collection.

Attends conferences and public meetings to explain programs and policies and answer public inquiries.

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

Performs related work as assigned.

### Additional Job Duties

#### Economic 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 Analyst 12 (Senior Worker)

Performs on a regular basis professional economic 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 the principles and practices of economic analysis.

Knowledge of the principles of economics, including econometrics and forecasting.

Knowledge of micro and macro economic theory.

Knowledge of economic research and survey sampling techniques.

Knowledge of graphic and narrative techniques for the presentation of data.

Knowledge of mathematics and statistical theory.

Knowledge of economic indicators relative to national and local economic trends.

Ability to conduct research studies.

Ability to gather and analyze economic data and present findings.

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 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.

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**Education**

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

**Experience**

**Economic Analyst 9**

No specific type or amount is required.

**Economic Analyst 10**

One year of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst 9.

**Economic Analyst P11**

Two years of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst, including one year equivalent to an Economic Analyst 10.

**Economic Analyst 12**

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

**Special Requirements, Licenses, and Certifications**

None.

**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**

ECONMCALT

**Job Code Description**

Economic Analyst

**Position Title**

Economic Analyst-E

Economic Analyst-A

**Position Code**

ECONALTE

ECONALTA

**Pay Schedule**

NERE-174

NERE-180