

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ECONOMIST ASSOCIATE

POSITION CODE: 12940
Effective: 7-1-14

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, for a period not to exceed twelve months, receives on-the-job and in-service training in progressively complex and specialized economic research and forecasting, analytical work relating to statistical projections, analysis of economic impact of legislation and interpretation of economic and labor market data; receives training and guidance in designing and conducting research projects and studies, and the methods and techniques utilized; collects a variety of economic data and statistics; assists in the review, evaluation and selection of current economic literature and reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Learns to organize, design and carry out comprehensive economic research projects and prepare reports on the subject of administration, agency, or state and federal legislative initiatives effecting economic policy change or having statutory impact or programmatic impact; assists with developing forecasts and preparing recommendations concerning agency programmatic developments.
2. Receives training to respond to labor market, economic, and tax revenue information requests and to serve as a source of information and data on the economy of the state and its subareas; participates in preparing and disseminating agency's interpretation and analysis of monthly labor force or tax revenue statistics for use by the news media, elected officials, and other parties.
3. Participates in creating, reviewing, and updating economic forecasting models by analyzing economic trends.
4. Analyzes statistical and econometric data to assist in developing monthly cash-flow estimates.
5. Assists in the management of research databases as support for economic forecasts and required reports.
6. Learns and employs current methods and techniques for analysis of fiscal policy.
7. Studies current economic literature and prepares formal reviews.

ECONOMIST ASSOCIATE (continued)

8. Gathers, organizes, verifies and arranges data made available from published and unpublished economic statistics for research and resource purposes.
9. Engages in the preparation and delivery of training presentations on the availability and uses of Labor Market Information.
10. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS

Education and Experience

Requires possession of a master's degree in economics, mathematical economics, econometrics, public administration, public policy, or a closely related field.

Knowledge, Skills and Abilities

Requires working knowledge of published economic statistics, sources and data.

Requires working knowledge of current research and statistical methods and techniques, sources of information, and methods of presentation.

Requires working knowledge of microeconomic theory.

Requires working knowledge of legislative impact analysis.

Requires ability to design and apply research and statistical techniques.

Requires ability to analyze econometric literature.

Requires ability to use a statistics software package.

Requires ability to plan, construct, prepare and present comprehensive reports in oral and written form.

Requires ability to attend conferences and explain and interpret reports and studies.

Requires ability to synthesize data and research into a presentation format.

Requires ability to extract salient factors from research to make recommendations.

May require ability to travel and/or possession of a valid appropriate driver's license.