

ASSISTANT ECONOMIST

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional work involved in collecting, analyzing, and interpreting various economic and statistical data.

Employees in this class perform work independently on an on-going basis and participate in the full range of complex professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Studies, collects, analyzes, and interprets socio-economic data.

Organizes and compiles materials concerning economic conditions, practices, developments and procedures.

Monitors economic activities and conditions and informs supervisor of any significant changes in the economic field.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of principles, theories and practices of economics.

Ability to apply statistical methods and techniques.

Ability to apply research methods and techniques applicable to the general field of economics.

Ability to use the source of economic, financial and other materials and data needed for research and studies.

Ability to plan and carry out statistical research.

Ability to analyze and interpret statistical data for forecasting future developments.

Ability to make work decisions and to anticipate and solve moderately complex problems.

Ability to write technical and analytical reports.

Ability to work effectively with the public and employees.

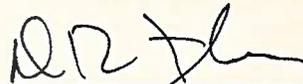
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of general experience in collecting, analyzing, interpreting, and presenting economic and industrial data and graduation from a recognized college or university with a Bachelor's degree in economics or closely related field; or

(B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission