

**Job Class Profile: Economist I****Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	4	4	4	1	1	
Points	233	67	13	19	120	87	83	21	11	654

**JOB SUMMARY**

The Economist I is responsible for undertaking a variety of economic studies by collecting and analyzing economic data to determine inter-relationships, develop indicators, and make estimates and forecasts on the basis of past and current trends.

**List A Brief Description of Specific Duties**

- Assists in planning and conducting economic studies, surveys, and continuing analytical programs in consultation with senior economists or administrative officials.
- Analyzes and interprets economic, financial, or statistical data; assesses inter—relationships and makes forecasts and projected estimates.
- Analyzes trends and prepares reports and memoranda.
- Establishes and maintains contacts with officials in other departments and agencies; develops familiarity with information and concepts pertaining to areas of continuing assignment.
- Participates in the preparation of economic statistics of the province's economy; participates in economic feasibility studies.
- Conducts research for the department/organization (i.e. monitors trends, compiles statistical data, prepares briefing notes, builds economic models, etc).

**SKILL****Knowledge****General and Specific Knowledge:**

- Specialized knowledge of economics and data analysis

**Formal Education and/or Certification(s):**

- Minimum: Undergraduate Degree in Business (Economics) or other related field

**Years of Experience:**

- Minimum: 1 – 2 years

**Competencies:**

- Strong research and analytical skills.
- Uses various computer software programs such as spreadsheets, word processors, presentation, databases, and statistical/economic software packages.

### Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening to information from other people and asking questions to get information.
- Communication occurs with employees within the immediate work area, supervisors, and managers. The purpose of these exchanges is to provide technical economic information which requires elaboration and supporting research and analysis.
- Most significant contacts are supervisor, employees within the immediate work area, and employees within the department. Interactions include providing statistical data as required and communicating to supervisor.

## EFFORT

### Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- Occasionally required to lift/move objects, such as files and records up to 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to perform fine finger/precision work while sitting using a keyboard and mouse performing economic analysis.

### Concentration

- **Visual** concentration is constant compiling statistical data, updating reports and working on a computer for extended periods of time.
- **Auditory** concentration is regular when clarifying requests.
- **Exact results and precision** are required when performing economic analysis and data manipulation.

### Complexity

- Work typically involves tasks that are quite different but require similar knowledge and skills.
- The most typical challenge is conducting the appropriate research and analysis when presented with a problem definition and technical/complex information.
- Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- Work is performed independently within established policies and procedures, and is reviewed by superiors through conferences, review of papers, and reports.

### Impact

- Impacts generally affect immediate work area, department/group, outside Department, and on the client.
- May impact processes and systems, information, finances and corporate image (i.e. department

policies, information requested by stakeholders, etc).

- Inaccurate reporting may result in inaccurate information being considered for policy and decision making within the Department or larger Government policy.
- Legislation, policies, and procedures are in place to mitigate errors and mistakes.

#### **Development and Leadership of Others**

- There is no supervision of staff.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- No unusual adverse environmental conditions exist.