

Job Class Profile: **Economist II**

Pay Level: **CG-40** **Point Band:** **916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	2	4	6	6	5	3	1	
Points	327	83	13	19	180	130	103	64	11	930

JOB SUMMARY

The Economist II is responsible to perform economic studies which require a high degree of specialization and supervising employees working on a variety of economic studies.

Key and Periodic Activities

- Develops significant recommendations on which important policy decisions may be based.
- Plans, organizes, and participates in the conduct of specialized and comprehensive economic studies, surveys, and continuing analytical programs.
- Analyzes and interprets highly complex research material, assessing and interpreting the inter-relationships of variables and their significance for policy consideration.
- Prepares, reviews, and revises reports and memoranda, and interprets economic developments and trends.
- Conducts feasibility studies on a variety of subjects in order to determine the practicability of undertaking new projects or programs or of revising existing ones; provides technical advice to senior government officials.
- Serves as a member or advisor on committees and boards relating to the areas of work.
- Co-ordinates work efforts of professional economists drawing together information gathered by them into a comprehensive technical report.
- Supervises subordinate professional and non professional employees, usually on a project basis such as preparation of annual economic statistics of the province s economy.

SKILL

Knowledge

General and Specific Knowledge:

- Considerable knowledge of economics and data analysis

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Economics or Commerce supplemented by completion of graduate level work in Economics.

Years of Experience:

- Minimum: 3-5 years of related work experience

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 within and outside the organization and asking questions to get information.
- Communication occurs with employees within the immediate work area, supervisors, and senior managers for the completion of analysis and when presenting significant policy recommendations.
- 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 when 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

- Performs a series of tasks and activities that are quite different but allow the use of similar skills and knowledge to define new challenges and their solutions. Solutions generally have strategic or policy significance.
- Typical challenges/problems regularly involve creative problem definition, analysis, and the development of complex solutions.
- Problems are multifaceted and often require custom analysis.
- Policies, procedures, guidelines, acts and regulations exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Decisions can be made regarding design, development and implementation of research projects; policy development; and report writing.

- Formal approval required for purchases, staffing related issues and commitments on behalf of the department/organization.
- Works independently and exercises a high degree of discretion and judgment in developing recommendations which may have significant policy implications.

Impact

- Impacts generally affect immediate work area, department, outside the organization, and on clients and the general public. Additionally, may impact processes and systems, information, finances and corporate image (i.e. department policies, information requested by stakeholders, etc).
- Inaccurate reporting and data analysis affects the outcome of research projects, community resource planning, and the integrity of work performed.
- In the event of a mistake or error the consequence is directly felt on processes, systems, and on clients (i.e. personal information accessed without authorization).
- Legislation, policies, procedures, and sound judgment are used to mitigate most errors. Work is reviewed by supervisors and others.

Development and Leadership of Others

- There is no supervision of staff but would oversee professional and non-professional employees, usually on a project basis.

WORKING CONDITIONS

Environmental Working Conditions

- No unusual adverse environmental conditions exist.