Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Economic Development Specialist Series

Classes in the Series

Class Code	Class Title
94913	Economic Development Specialist 1
94914	Economic Development Specialist 2
94923	Economic Development Specialist 3
94925	Economic Development Specialist 4

Series Concept

This series includes positions that perform professional-level work to attract and grow business, employment, and workforce in Iowa through development, analysis, promotion, and support of programs and plans for economic growth and community development. Positions classified in this series are found exclusively within the Iowa Economic Development Authority.

Exclusions

Positions excluded from classification within this series include:

1. Positions that perform professional-level project management work in agencies outside the Iowa Economic Development Authority.
2. Staff positions (e.g., accountants; budget and management analysts; information, information technology, and training specialists; etc.) for which a specific job class or class series exists in the classification plan.

Class Distinctions

Economic Development Specialist 1

Positions in this class work with higher-level Economic Development Specialists to design and implement projects and programs. Work is related to the unique nature of a program or project. Work may be reviewed to ensure accuracy and completeness. Projects and assignments will vary but will be of limited scope and depth. Positions may be responsible for organizing meetings of boards, the director, or other high-level Authority personnel that involves scheduling, gathering and disseminating data, and providing a summary of the meeting to attendees. Positions may be responsible for implementing limited programs with nominal budgets that have local or regional impact.

Economic Development Specialist 2

Employees at this level will have knowledge or experience in a field similar to or related to the position. Positions exercise independent judgment and discretion to perform an expanding range of intellectual and varied assignments, with some supervision, as needed. Positions work with higher-level Economic Development Specialists to design and implement projects and programs. Positions solve complex program issues and often create efficiencies in program design and implementation. Projects and assignments are of wider scope and depth and work is completed with minimal supervision. The work is nonstandard and is related to the unique nature of the program or project. Positions may be responsible

for designing and implementing a project or program or have responsibility for a portion of a larger program of statewide significance.

Economic Development Specialist 3

This is an experienced level for the series requiring substantial related experience. Incumbents have advanced knowledge and familiarity regarding programs and projects that require specialized knowledge in a diverse business climate. Positions in this class receive minimal supervision and may be responsible for a program or project from start to finish with little guidance from the supervisor, except for input and final review. Considerable independent judgment and discretion is used to make decisions to carry out assignments that have impact on services or programs of statewide significance.

Economic Development Specialist 4

Positions at this level supervise others and function as an expert with specialized knowledge of economic or community development. Positions are responsible for the design, implementation, and/or ongoing oversight of projects and programs that have statewide importance. Positions significantly impact and strongly influence the operations of one or more programs within an agency. Positions review and interpret complex data or information and/or state and federal guidelines. Positions may establish and be responsible for outcomes of programs and compliance with program guidelines. Positions are accountable for accomplishing program objectivities and complying with program guidelines.

Effective date: 11/25 SA