

Economic Development Specialist Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
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 which 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

The following are excluded from classification within this series:

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. Incumbents may be responsible for organizing meetings of boards, the director, or other high-level Authority personnel, which involves scheduling, gathering and disseminating data, and providing a summary of the meeting to attendees. Incumbents may be responsible for implementing limited programs with nominal budgets that have local or regional impact.

Economic Development Specialist 2

Economic Development Specialist 2s will have knowledge or experience in a field similar to or related to the position. Incumbents exercise independent judgment and discretion in performing an expanding range of intellectual and varied assignments, with some supervision, as needed. Incumbents work with higher-level Economic Development Specialists in the design and implementation of projects and programs. Incumbents 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

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or project. Incumbents 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, as position incumbents will have substantial position-related experience. Incumbents will have advanced knowledge and familiarity regarding programs and projects that require specialized knowledge in a diverse business climate. Positions in this class have minimal supervision and may be responsible for a program or project from start to finish with little guidance from the team leader, except for input and final review. Considerable independent judgment and discretion is used to make decisions in carrying out assignments that have impact on services or programs of statewide significance.

Economic Development Specialist 4

Positions at this level will function as a team leader for others or as an expert with specialized knowledge related to economic or community development. Position incumbents are responsible for the design, implementation, and/or ongoing oversight of projects and programs which have statewide importance. Incumbents significantly impact and strongly influence the operations of one or more programs within an agency. They review and interpret complex data or information and/or state and federal guidelines. They may establish and be responsible for outcomes of programs and adherence to program guidelines. Incumbents are held accountable for accomplishing program objectives and adhering to program guidelines. Economic Development Specialist 4s may assist a supervisor in a lead work capacity by reviewing and assigning work, providing ongoing feedback and direction, and reviewing work products on an ongoing basis.

Effective date: 4/16 SA