

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LABOR MARKET RESEARCH ECONOMIST 1

DEFINITION

In a training and limited performance capacity, performs professional statistical research work gathering, compiling, evaluating and reporting on labor market/economic data and information; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Gathers, compiles, and evaluates labor market/economic data and information; computes statistics using calculators, computers and conversion tables.

Refines collected data according to procedures outlined by Department of Labor.

Analyzes and explains employment patterns, public attitudes and economic trends.

Composes narrative reports and prepare charts, graphs, and tables.

Learns to develop forms, worksheets, and questionnaires.

Learns to write programs for mainline and microcomputers.

COMPETENCIES REQUIRED

Knowledge of standard statistical labor market/economic research techniques and terminology.

Knowledge of labor market/economic source data for Iowa and the nation.

Knowledge of state and national labor market/economic trends.

Ability to analyze labor market/economic data and determines its program validity.

Ability to interpret computer output as it relates to labor market/economic projects.

Ability to use graphs, charts and tables to aid in the presentation of labor market/economic data.

Ability to formulate valid conclusions based upon an analysis of the labor market/economic data.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages /facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a degree in statistics, mathematics, or economics;

OR

an equivalent combination of education and experience substituting one year of full-time work in statistical analysis or economic research for one year of the required education up to a maximum of two years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to three years of full-time work as a Statistical Assistant.

Effective Date: 02/2006 JN