

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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**LABOR MARKET RESEARCH ECONOMIST 3**

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**DEFINITION**

Coordinates labor market research projects; performs advanced technical work compiling, evaluating, and analyzing labor market and 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**

Performs complex analysis synthesizing data from multiple sources using advanced analytical/statistical and other technical skills.

Has primary responsibility for major ongoing project(s) involving skills in research, procurement, policy analysis or other specialized areas. Effectively communicates labor market/economic issues.

Designs research projects or portions of research projects requiring specialized statistical or other specialized technical skills; determines appropriate research techniques/methods requiring analytical/statistical and other technical skills.

Gathers, compiles, and evaluates labor market/economic data and information; computes statistics using calculators, computers and conversion tables; reviews the refinement of collected data according to procedures outlined by Department of Labor.

Prepares written reports using statistical and/or geographic software (including tables, charts, graphs, and maps) to disseminate, interpret, or explain labor market/economic conditions to agency staff, management, policy makers, legislators, community leaders/local elected officials and public and professional organizations.

Responds to requests from a wide variety of public and private entities or individuals for information, analysis or technical assistance on a variety of labor market/economic issues; assists them with problems or questions they may encounter and to interpret, or clarify economic conditions/impact.

Prepares/delivers formal presentations to management, policy makers, legislators, community leaders/local elected officials and public and professional organizations on labor market/economic conditions; tailors presentations to the specific audience.

Analyzes/explains employment patterns and economic trends; writes computer programs for mainframe and personal computers; represent division/agency on national policy councils, work groups or consortia; (does not include one-time projects).

Learns to prepare budgets/contracts with the Department of Labor and sub-contractors; recommends approval/denial of loans and grants.

**COMPETENCIES REQUIRED**

Knowledge of 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.

Knowledge of Information Technology software as can be applied to labor market research.

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

Ability to create and 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 on economic/labor market data as it applies to user needs.

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 and 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 and experience equal to four years of full-time work in statistical analysis or economic research;

OR

a Master's Degree in statistics, mathematics, or economics and experience equal to two years full-time work in statistical analysis or economic research;

OR

an equivalent combination of education and experience substituting one year of full-time work in statistical analysis or economic research for each 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 eighteen months of full-time work as a Labor Market Economist 2.

Effective Date: 02/2006 JN