

Duty Statement
Department of Finance

Forecasting Unit
Economic Research Unit
Research Data Specialist II

Name:
Effective Date:
Position Number:

SCOPE:

Under the general direction of the Chief Economist, the Research Data Specialist II performs a variety of activities including forecasting, analyses, preparation of major reports, advising, and consulting. Has substantial responsibility for preparation of the semi-annual forecasts, oversight responsibility for the Finance Bulletin, and for analysis of economic policy topics as relevant.

ESSENTIAL FUNCTIONS:

This position requires the ability to follow instructions and work under pressure to meet deadlines.

The incumbent is required to have an above average knowledge of principles and concepts of economics in a research and statistical setting; exercise a high degree of initiative, independence of action and originality; demonstrate tact and good judgment; communicate effectively; develop and maintain effective and cooperative working relationship; easily adapt to changing priorities; and work as part of a team in the performance of these specific functions:

TYPICAL TASKS:

- 50% Forecasts and Economic Analysis. Oversees forecasts of US and California economies, and the development and maintenance of models and other techniques for that purpose. Prepares ad hoc forecasts as necessary on a variety of economic series, and writes regular briefings of economic data releases. Conducts forecast presentations before the Director, management, and outside groups which may involve extensive discussions in meetings, speeches, or formal publications. Provides analyses on topical issues relating to national and state/regional economic developments as appropriate. Prepares technical papers and general information articles for use by analysts in other agencies and the public as needed, and makes recommendations about policy where appropriate. Has primary responsibility for all or parts of major studies, and/or reports. Involves delimiting the scope and direction, or theme, of the project, establishing project time frame, organizing the work flow, undertaking and/or directing other staff in research elements, and writing the final completed study. Reports may range from in-depth quantitative analyses to shorter qualitative appraisals. Projects range from several months, being conducted along with other ongoing activities, to a few hours.

- 30% Regulatory Reviews. In consultation with the Chief Economist and other research data specialists/analysts, work collaboratively with agencies to determine whether they meet the major regulations threshold criteria. Consult on the choice and design of regulatory alternatives for inclusion in the Standardized Regulatory Impact Assessment (SRIA). Develop the scope and implementation plans workflow for SRIAs through consultation and collaboration with the Regulations Coordinator, Finance budget staff and agency regulatory/fiscal staff. Summarize and recommend review comments for completed SRIAs submitted by various state agencies within the required 30 days, and coordinate with GO-Biz on inclusion of their comments. Attend public hearings for major regulations. Develop comments for regulations where intervention in a public hearing is needed. Identify fiscal and budgetary impacts that may need resource development through the annual budget process. Assist with assessments of compliance with Finance regulations, recommendations regarding possible improvements, and providing reports to the Legislature regarding these issues.

- 20% Other Related Duties. Serves as backup to the Chief Economist on forecasting, regulatory review, and general economic issues, with knowledge of the range of activities undertaken by the unit. Represents the Department in public forums. Stays abreast of theoretical developments and analytical techniques. Participates in professional meetings and is able to organize and manage the economic outlook conferences held by the Department.

Approved by:

Program Budget Manager

Date

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

H/R Analyst _____