



## DUTY STATEMENT

Department of Finance  
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

| NAME           |                         | EFFECTIVE DATE  |                  |
|----------------|-------------------------|-----------------|------------------|
| UNIT           | Economic Research       | POSITION NUMBER | 300-310-5729-002 |
| CLASSIFICATION | Research Data Analyst I |                 |                  |
| SCOPE          |                         |                 |                  |

Under direct supervision of the Research Data Supervisor, the Research Data Analyst I will assist the Economic Research Unit (ERU) with producing the official economic forecasts for California, analyzing the economic impact of various enacted and proposed policies, providing weekly updates to the Executive team on economic data and information that may impact the state's economy and/or the state budget, assisting Research Data Specialists with reviewing regulatory impacts from California agencies and conducting economic research and data analysis support as needed. The economic forecast and the policy analysis provided by the unit inform the state budget and other decisions made by the Governor. Along with other analysts, the Research Data Analyst I will also be responsible for maintaining the Economic Research Unit's database and charts used for publication of various macroeconomic indicators monitored by the unit, including labor market, personal income, housing, and inflation data.

| ESSENTIAL FUNCTIONS |  |
|---------------------|--|
| 40%                 | <p><u>FORECAST PREPARATION AND ANALYSIS</u></p> <ul style="list-style-type: none"> <li>• Develop economic forecast for the California economy for assigned economic indicator(s).</li> <li>• Actively participate in team discussions on economic topics and data that can impact the economic forecast and/or have budgetary implications.</li> <li>• Prepare and maintain workbooks for forecasts and economic analysis that are clearly organized, easy to follow and understand, and user friendly.</li> <li>• Use and integrate statistical methods for economic analysis for forecasting as needed and instructed.</li> <li>• Assist in drafting briefings of economic analysis and assumptions related to the economic forecasts.</li> <li>• Maintain and update forecast-related documentation of processes, assumptions and methodologies for each forecast.</li> <li>• Maintain and update forecast-related spreadsheets.</li> <li>• Communicate clearly and effectively orally and in writing economic information to Executive team and non-economists to explain the economic data backing up the forecast assumptions.</li> <li>• Conduct research and data analysis as needed to inform assigned economic indicators forecast.</li> <li>• Brief management and PBM intermittently during forecast process on forecast updates.</li> <li>• Participate in updates and research related to the long run county-level economic forecast in years that Finance is taking on the long run county forecast. Monitor information and events that may impact ERU's economic forecast for the assigned economic indicator(s) and actively brief management about those events and trends.</li> </ul> |

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|  | <b><u>ECONOMIC ANALYSIS AND DATA MAINTENANCE</u></b>  |
| 40%  | <ul style="list-style-type: none"> <li>Follow ERU procedures to maintain and update clear and well-organized ERU databases as needed and as instructed.</li> <li>Take the lead and/or assist Research Data Specialists in drafting periodic economic data release updates ERU publications such as the monthly Finance Bulletin, the monthly chronology, and other databases and publications of economic indicators.</li> <li>Assist and participate in ad hoc requests on a variety of economic topics or timely events that can have an economic impact on the state or the economic forecast.</li> <li>Provide support and assistance to Research Data Specialists on projects through data analysis and research as needed.</li> <li>Monitor the <a href="mailto:eru@dof.ca.gov">eru@dof.ca.gov</a> email address when assigned for review.</li> <li>Prepare weekly notes on assigned economic data to update the Executive team.</li> </ul> |
| 15%  | <b><u>REGULATORY REVIEW</u></b> <ul style="list-style-type: none"> <li>Conduct reviews of the weekly regulatory notice register to identify economic impacts of proposed regulations when assigned for review and identify any possible regulations that may surpass the major regulation threshold through economic analysis and bring to the attention of management</li> <li>Be familiar with the state's rulemaking process and general requirements.</li> <li>Assist in responding to regulatory process questions.</li> <li>Provide clear and informed updates to management on possible major regulations as needed.</li> </ul>  |
| 5%   | <ul style="list-style-type: none"> <li>Other duties as required.</li> </ul>   |
| <b>KNOWLEDGE, SKILLS, AND ABILITIES</b>  |   |
| <p>The incumbent is required to possess the following knowledge:</p> <ul style="list-style-type: none"> <li>Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research</li> <li>Planning studies and investigations</li> <li>Trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments</li> <li>Software to prepare spreadsheet summaries, reports, charts, and tables</li> <li>Basic arithmetic and statistical techniques to analyze numerical data</li> <li>Departmental policies and procedures.</li> </ul>  |   |
| <p>The incumbent is required to possess the following skills and abilities:</p> <ul style="list-style-type: none"> <li>Research, gather, compile, and analyze structured and unstructured data</li> <li>Conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations</li> <li>Prepare research and statistical reports</li> <li>Analyze written and numerical data regarding general governmental problems</li> <li>Speak and write effectively</li> <li>Develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems</li> <li>Manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines</li> <li>Be objective and flexible to adapt to changes in priorities and work assignments</li> <li>Gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.</li> <li>Ability to carefully and thoroughly follow instructions and work under pressure to meet deadlines</li> <li>Exercise initiative, independence of action and originality</li> <li>Demonstrate tact and good judgment</li> <li>Communicate effectively</li> <li>Develop and maintain effective and cooperative working relationship</li> <li>Collaboratively and effectively work as part of a team</li> </ul> |   |

**SIGNATURES**

**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.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

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| <b>EMPLOYEE SIGNATURE</b>   |  | <b>DATE</b> |  |
| <b>I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.</b> |  |             |  |
| <b>SUPERVISOR NAME</b>  |  |             |  |
| <b>SUPERVISOR SIGNATURE</b>   |  | <b>DATE</b> |  |
| <b>PROGRAM BUDGET<br/>MANAGER (PBM) NAME</b>  |  |             |  |
| <b>PBM SIGNATURE</b>  |  | <b>DATE</b> |  |