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4. TITLE								5. PAY PLAN	6. SERIES	7. GRADE								
8. WORKING TITLE						9. INCUMBE	NT (Optional)											
OFFICIAL																		
10. TITLE Economist																		
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16 I/A			R										
GS	110		07	07 MONTH/DAY/YEAR		YES NO												
			4/22/2002							MS								
18. ORGANIZA	TIONAL	STRUC	TURE (A	gency/B	Bureau)													
1st					5th													
2nd							6th											
3rd					7th													
4th						8th												
SUPERVISOR	'S CERT	IFICATIO	ON															
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.																		
19. Supervisor's Signature 20. Date							Level Supe	ervisor's Signat	ure	23. Date								
21. Supervisor's Name and Title							24. Second Level Supervisor's Name and Title											
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FACTOR EVALUATION SYSTEM  FACTOR 25. FLD/BMK 26. POINT						FACTOR			25. FLD/BMK		26. POINTS							
Knowledge Required						6. Personal Contacts												
Supervisory Controls							ose of Contacts											
3. Guidelines				8. Physic	3. Physical Demands													
4. Complexity						9. Work Environment												
5. Scope and Effect									27. TOTAL PO	DINTS	27.							
Grade based on PCS for Economist Series, GS-0110 (TS- 54 dtd 12/64, TS-45 dtd 4/63). 28. <b>GRADE</b> 28.																		
CLASSIFICAT	ION CER	RTIFICAT	TION															
I certify that this position ha	as been classified	d as required by	Title 5, US Code	, in conformar	nce with standards pu	blished by the C	OPM or, if no	o published stand	dard applies directly, co	nsistently with	the most applicable published standards.							
29. Signature /S/ MA	RILYN STET	KA																
31. Name and Title: N	Marilyn Stetka	a, Human Re	esources Spe	cialist (Clas	ssification)													

Standard Job #110-07

33. OPM Certification Number

32. Remarks FLSA: N

### MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY	DATA																								
1. FUNCTION (1) 2. DEPT. CD/AGCY-BUR-				-BUR-CD. (4	R-CD. (4) 3. SON (4)						4. MR. NO. (6)					5. GRAD	2)	6. IP NO. (8)							
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# Economist GS-110-07

### A. Major Duties

The incumbent performs limited economic analysis and research, either providing technical support to higher-grade economists, or independently performing assignments in accordance with established precedents.

Incumbent participates with higher-grade economists in defining research objectives.

Conducts specific segments of research projects according to precedented research methods or other technical approaches.

Collects and complies data from primary and secondary sources, verifies and analyzes data, and prepares drafts of written reports.

Assignments may also require literature search, data or other information retrieval, and preparation of tables, graphs and statistical analyses and interpretations.

Performs other duties relative to the assignment.

#### **B.** Evaluation Factors

## 1. Knowledge Required by the Position

Professional knowledge of economic theory, principles and concepts, and conventional research and analytical methods and techniques, to perform independent assignments involving well-precedented projects, or to provide technical support to a higher grade economist.

Knowledge and skill to perform economic analysis and investigations of limited scope and complexity, which are designed to contribute to the continuing professional career development of the economist.

Knowledge of data processing techniques to carry out specific analytical and research assignments.

Knowledge of generally applied statistics and skills in fundamental mathematics to deal with numerical relationships.

# Economist GS-110-07

### 2. Supervisory Controls

The supervisor or higher-graded economist makes assignments indicating what needs to be done, deadlines and priorities. Incumbent consults with the supervisor or higher-grade economists on unusual or unforeseen problems. Work is reviewed for factual and technical accuracy, its responsiveness to the economic issues, appropriate organization of written responses, methodology, sources and conformance with agency policy.

#### 3. Guidelines

Specific guidelines are available and are in the form of Agency and Department policies and procedures. Some judgement is used in the selection of the methodology most appropriate to the economic question or issue being analyzed.

The supervisor or higher-grade economist is consulted in those situations where guidance is inadequate.

### 4. Complexity

Work assignments include subjects which consist of related steps and methods and which are designed to further the employee's orientation to the Agency terminology, procedures, data sources and their relationships. The nature and time constraints of the assignments are the main variables encountered and affect the type and kind of sources consulted and the method of presentation of completed tasks. Unusual situations are referred to the project leader or supervisor for assistance in resolving.

#### 5. Scope and Effect

The purpose of the work assignments is to assist senior economists in elaborating research objectives, analyzing data, and preparing assigned segments of reports. The completed work contributes to the completion of larger economic studies or projects.

#### **6.** Personal Contacts

Contacts are with other economists and support staff in the immediate and related work units. The incumbent also maintains contacts with personnel of other U.S. government agencies, international organizations, and private research groups.

# 7. Purpose of Contacts

The purpose of contacts is to obtain, exchange or transmit non-controversial factual information.

# **8.** Physical Demands

The work is sedentary.

# 9. Work Environment

The work is performed in a typical office setting.

# C. Other Considerations (Check if applicable)

	Supervisory Responsibilities (EEO Statement)
[ ]	Training Activities - Career Intern, Student Career Experience Program
[ ]	Motor Vehicle or Commercial Driver's License Required
[ ]	Pesticide Applicators License Required
[ ]	Safety/Radiological Safety Collateral Duties
[ ]	EEO Collateral Duties
[ ]	Drug Test Required
[ ]	Vaccine(s) Required
[ ]	Financial Disclosure Required
[ ]	Special Physical Requirements/Demands
[ ]	Other: