

POSITION DESCRIPTION COVER SHEET

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT (Optional)

OFFICIAL

10. TITLE Economist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	110		11	MONTH/DAY/YEAR	YES	NO	MS
				4/22/2002			

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

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	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		27.
Grade based on PCS for Economist Series, GS-0110 (TS- 54 dtd 12/64, TS-45 dtd 4/63).				28. GRADE	28.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/2002
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks FLSA: E Standard Job #110-11	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				11	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)													
GS	110		0003	ECONMST													
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)			8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT. CLASS (6)								
1=HQ 2=FLD		1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			5=Mgmt. CSRA 6= Leader LGEG 8=All Others		X=New Std. Applied Blank=NA		N N=NO Y=Interdis		MO	DAY	YEAR				
											04	22	02				
11. EARLY RET. CD. (1)			12. INACT/ACT (1)			13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)					
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA			A I=Inactive A=Active			MO			DAY			YEAR		
16. INTERDIS. SER. (40)																	
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)			
17. INTERDIS. TITLE CD. (50)																	
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)			

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)			3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)															
E E=Exempt N=Nonexempt		0 N 0=None 3=SF 278 4=OGE 450			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			11												
6. WK. TITLE CD. (4)				7. WK TITLE (38)																						
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																		
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change		B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)			16. PAS. IND. (1)		17. DATE EST. (6)										
				Blank=N/A Y=Yes		State (2)			City(4)		Cnty(3)			MO		DAY		YEAR								
														Blank=N/A 1=PAS		MO		DAY		YEAR						
																04		22		02						
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. BUD(1)												
N		1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG			4=Sup./Program 5=RREG 6=Policy Analysis GEG			MO			DAY			YEAR			MO			DAY			YEAR			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																										
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other										
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)								
MO			DAY			YEAR			MO			DAY			YEAR			MO			DAY			YEAR		
						A			1=Inact. 2=Act.																	
30. CLASSIFIER'S SIGNATURE										31. DATE																
32. REMARKS																										
Standard Job #110-11																										

A. Major Duties

Incumbent individually plans and conducts relatively complex and difficult economic analysis and assists other economists by conducting segments of larger, more complex studies undertaken by the agency.

Plans and conducts economic research and/or analyses relating to economic issues important to agency programs.

Selects methods, techniques, and procedures including statistical data collection and processing, and organizes them into work plans for producing satisfactory information on the factors affecting the study.

Collects and evaluates a large quantity of data and determines significance of findings.

Prepares written reports or findings, analyses, and conclusions of economic studies.

Serves as a team member on research projects.

Performs other duties relative to the assignment.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of economic concepts, principles, theories, practices and skills sufficient to modify standard practices of research or analysis and to adapt economic principles or statistical techniques to analyze and evaluate a variety of involved questions or problems.

Thorough knowledge of economic theories, econometric techniques and statistical techniques to conduct research or analysis projects.

Knowledge of computer capabilities combined with skills to effectively utilize the computer where applicable.

Ability to apply the concepts and principles of other social science disciplines as they relate to economics and socio-economic conditions.

2. Supervisory Controls

Assignments are made by the supervisor or higher-grade economist who determines the overall objectives and resources available. The supervisor or higher-grade economist, in consultation with the incumbent, develops deadlines, priorities, and scope. The incumbent independently plans and carries out the assignment, coordinating the work with other economists, where appropriate. Incumbent keeps the supervisor or higher-grade economist informed on progress, controversial issues, or far-reaching implications. Work is reviewed for responsiveness and conformance with agency policy.

3. Guidelines

Guidelines exist in the form of Department and Agency policies, and professional journals and publications. The incumbent is thoroughly familiar with the guidelines, but he/she must interpret and apply guidelines in precedent and non-routine situations.

4. Complexity

Assignments require the incumbent to conduct research and analyses of a difficult nature concerning various economic issues. The complexity of assignments is evidenced by the following technical requirements of the position: (1) proficiency and precision in the use of a variety of unrelated analytical techniques and methods, often considerably difficult and involving the correlation of numerous factors; (2) the perception necessary to recognize, understand, and explain significant, and possibly subtle, variations from expected findings; (3) initiative and knowledge sufficient to select, modify or develop procedures to meet unexpected or altered conditions; and (4) the imagination, when necessary, to suggest new investigations based on observations in related areas.

5. Scope and Effect

The purpose of the work is to plan and conduct relatively complex and difficult economic analysis or research involving agency projects, and to provide analytical reports on various economic issues. The work serves to define economic issues and to identify alternative approaches.

6. Personal Contacts

Personal contacts are with economists or other specialists in the agency, professionals in other agencies, professionals in universities, and members of private industry, international organizations, foreign embassies and agricultural and trade organizations.

7. Purpose of Contacts

The purpose of contacts is to plan, coordinate or advise on work assignments, and to provide factual and analytical information on economic issues.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in an 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: