

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				12	

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		2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA			6=Leader WLGE 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			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=None 3=SF 278 4=OGE 450			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			12							
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)									
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			Y=Perm N=Other						
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			A 1=Inact. 2=Act.			MO DAY YEAR												
30. CLASSIFIER'S SIGNATURE									31. DATE												
32. REMARKS																					
Standard Job #110-12																					

A. Major Duties

The incumbent independently plans and conducts complex and difficult economic analyses and research involving topics related to agency programs.

Plans and conducts economic research or analysis relating to assigned economic program areas.

Selects and executes appropriate economic techniques and procedures including statistical data collection and processing methods in order to produce meaningful information and recommendations on assigned program areas.

Collects and evaluates large quantities of economic data and determines their implications and significance.

Prepares written and oral reports on 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 or mathematical programming, and statistical techniques to conduct research or analysis projects.

Knowledge of computer capability and 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 the socio-economic conditions.

2. Supervisory Controls

Assignments are made by the supervisor or higher-grade economists 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 work progress and controversial 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 often must develop new criteria and methods and deviate from established methods.

4. Complexity

Assignments require the incumbent to conduct research and analyses of a difficult nature concerning assigned sectors. 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 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 and 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, state and local government officials, and members of private industry, international organizations, foreign embassies, and agricultural and trade organizations.

7. Purpose of Contacts

Contacts are to exchange information, coordinate on projects, and resolve problems of activities. In some instances, other parties may have to be persuaded or influenced concerning technical points

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: