

					POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER				
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		13	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 #110-13					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				13	

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)		
17. INTERDIS. TITLE CD. (50)														
(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		O 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			13							
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 #110-13																					

A. Major Duties

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

Initiates, formulates, plans, and executes an integrated program of research and analysis addressing various complex agricultural problems relating to U.S. and/or foreign interests.

Participates with the supervisor in planning and identifying the work, which may involve joint efforts with subject-matter experts in the agency, other government agencies, or research organizations.

Suggests the resources needed to best support and accomplish the work, and makes the most efficient use of allocated resources in carrying out the assigned program.

Conceptualizes complex economic and/or other social science problems requiring a broad understanding of numerous interrelationships, complex variables, and new analytical methods. Questions presented are unusually difficult because of the nature and scope of the problem and the lack of applicable precedent or proven methodology.

Probes and analyzes primary and secondary data and information collected from a wide variety of sources to determine their validity and sufficiency; data and information may contain significant gaps and vary greatly in reliability.

Plans and organizes projects and studies, determines approaches, and selects analytical methods and theories to achieve desired objectives.

Effectively presents major findings and their significance in the form of published reports, staff reports, and/or briefings to top Agency and Departmental officials. Has major responsibility for assigned program, and is held accountable for the accuracy and completeness of the work and for interpreting the results of the findings and making recommendations.

Serves as a technical advisor on issues concerning the area of responsibility and contributes to the formulations of policy by presenting findings through research efforts, short-term analyses, or staff reports. As requested, makes presentations at meetings or conferences of government agencies, or professional organizations that address issues which have a policy implication.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of economic concepts, principles, theories, and techniques, at an advanced level.

Thorough knowledge of data sources sufficient for rapid and accurate application to economic research and analyses. Knowledge of computer systems and capabilities sufficient to effectively utilize them.

Thorough knowledge of economic theory, quantitative research methods, and advanced econometric and statistical methods to provide guidance in data acquisition and processing for economic policy issues.

Knowledge of Government policies and programs associated with program related policy problems.

Knowledge directly related to the position's subject matter area(s).

2. Supervisory Controls

The supervisor sets the overall objectives and determines the resources available. Supervisor and incumbent in consultation establish priority, scope, deadlines and objectives concerning the work to be undertaken. Incumbent independently plans and carries out the work, coordinating it with other professionals where appropriate. Work is reviewed for responsiveness and conformance with Agency policy.

3. Guidelines

Broad guidelines exist in the form of Department and Agency policies and professional literature in economics. The incumbent often must develop new criteria and methods which deviate from established methods. Frequently there are no precedents and the methods and procedures developed serve as precedents for other analyses.

4. Complexity

Assignments involve prespecified and other rigid deadlines, and substantial depth, breadth, and intensity of efforts. Numerous complex problems may be examined and appropriate approaches selected or developed. Results must be evaluated, interpreted, and presented orally and in writing to researchers and managers. The incumbent is responsible for the accuracy and completeness of analysis, the quality and professional standards of published reports, in-depth analysis of alternatives, and efficient use of agency resources.

5. Scope and Effect

The work performed results in analyses, reports, and evaluations that provide information to researchers, policy makers, and the public on the impacts of program related activities and policies. The research and staff and situation and outlook analyses that are performed and described in written reports and articles will help provide a basis for decisions about programs and policies of importance to agency program areas.

6. Personal Contacts

Personal contacts are with professionals in other agencies, professionals in universities and private research organizations, representatives of firms, members of trade associations and public interest groups, state and local government officials, or the staff of members of Congress and committees.

7. Purpose of Contacts

Contacts are made to exchange information, coordinate projects, resolve problems of activities, present results of analyses, and advise on application of results to practical policy problems. 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 with some travel.

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: