

			<b>POSITION DESCRIPTION COVER SHEET</b>
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 <i>(Optional)</i>		

**OFFICIAL**

10. TITLE  
Economist

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	110		09	MONTH/DAY/YEAR 4/22/2002	YES NO	MS

**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			<b>27. TOTAL POINTS</b>		27.
Grade based on PCS for Economist Series, GS-0110 (TS- 54 dtd 12/64, TS-45 dtd 4/63).				<b>28. GRADE</b>	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 #110-09	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				09	

## 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			09												
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)		County(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		
						1=Inact. 2=Act.																				
30. CLASSIFIER'S SIGNATURE										31. DATE																
32. REMARKS																										
Standard Job #110-09																										

**A. Major Duties**

The purpose of this position is to independently perform research and analysis assignments of moderate difficulty or to assist higher-grade economists on limited aspects of larger projects.

Conducts research and analysis of moderate scope and complexity or of average difficulty, using standard practices.

Assists a higher-grade economist in preparing plans and schedules, and conducting detailed phases of technical work as part of a research project.

Within the overall framework of established plans, the incumbent plans, outlines, and formulates the project, and plans the details necessary for carrying out the assignment.

Determines data needs, alternative sources of data, and develops procedures for data collection.

Collects, edits, analyzes, evaluates, and interprets published and unpublished data pertinent to the assignment.

Prepares reports of research results with recommendations for action, expansion of present studies, or initiation of new studies.

Performs other duties relative to the assignment.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

Professional knowledge of established economic theory, principles, concepts and conventional research to perform limited independent assignments or parts of larger projects.

Knowledge of statistical techniques and computers to carry out specific analytical research and analysis assignments.

Knowledge to analyze statistical data and to apply accepted techniques and presentation of data in tabular, chart and graphic form.

**2. Supervisory Controls**

The supervisor or higher-grade economist provides assignments, determines objectives, priorities and deadlines, and assists incumbent with unusual situations. Incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted professional practices. Completed work is reviewed for technical adequacy, appropriateness, soundness, and conformance with agency policy.

**3. Guidelines**

Guidelines are available, but not completely applicable to the work, or have gaps in specificity.

Incumbent uses judgement in interpreting and adapting guidelines such as agency policy, regulations, etc., to specific problems.

**4. Complexity**

Assignments are of greater variety and involve different but established methods, techniques, etc. Incumbent must select an appropriate course of action from a variety of possible alternatives. The incumbent compiles, processes, evaluates and summarizes data used in the analysis of factors affecting the agricultural and economic status of a given subject-matter or geographic region.

**5. Scope and Effect**

The purpose of the work is to identify, analyze and present technical and economic information and brief analytical reports on various economic issues. The information provided and the analyses performed serve to define economic issues and identify alternative approaches.

**6. Personal Contacts**

Contacts are with economists and other specialists in the agency, and with professional staffs of other agencies involved in economic analysis with research work. Many of these contacts are continuing so they tend to become routine.

**7. Purpose of Contacts**

The purpose of contacts is to obtain or clarify information, or to further the assignment by planning and coordinating work efforts to provide 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: