

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION COVER SHEET**

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		12	MONTH/DAY/YEAR	YES	NO
				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 #110-12	33. OPM Certification Number

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
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//R				12	

<b>B. MASTER RECORD</b>													
1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	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			N N=NO Y=Interdis		MO DA 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)			
17. INTERDIS. TITLE CD. (50)													
(5)		(5)		(5)		(5)		(5)		(5)			

<b>C. INDIVIDUAL POSITION</b>																		
1. FLSA 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 1=CD 219			3=SF 278 4=AD 392			A=Sched A B=Sched B			0=Excepted but not A, B, C							
											0=Nonsensitive 1=Noncritical							
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=RGEG 6=Policy Analysis GEG			7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			MO DAY YEAR		MO DAY YEAR		Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																		
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.				<b>Maintenance Review Act</b> 5=Desk Audit 6=Sup. Audit 7=Paper Rev.				<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade		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: \_\_\_\_\_