

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.831
	STATE OF HAWAII	2.832
.		2.833
		2.834

Class Specification
for the:

ECONOMIST SERIES

This series includes positions the duties of which involve the conduct and/or supervision of research on economic phenomena, analysis of economic data and the preparation of interpretive reports; and providing advice and consultation on economic matters.

The field of economics is classically defined as "the science of the laws and conditions which affect the production, distribution and consumption of wealth." Incumbents of positions in this series observe, develop insights and understanding of, and explain the complex interrelationships of economic activity in assisting Executive Branch agencies and the Legislature in their policy and decision-making roles. Statistical theory and methodology provide tools essential to accurate observation and valid economic analysis and interpretation. However, the important consideration in allocating positions to this series is that economic facts are being established, validated and interpreted, through such methodology.

Allocation of positions into this series is dependent on the requirement of knowledge and skills in economic theory, history and methodology relative to the full and long-range work situation; rather than occasional, brief or short-range assignment patterns. Program functions and objectives, working relationships of positions and career development patterns are related indices to be considered in determining allocation to the series.

This series emphasizes a generic concept of economics which recognizes a common core of theories, methodologies, techniques and factors. Therefore, despite the variety of situations and programs in which economists are located, all positions are oriented toward providing those services necessary to develop an understanding of economic aggregates and factors as they affect the production, distribution and consumption of goods and services.

ECONOMIST IV, V, VI, VII
2.831, 8.832, 2.833, 2.834

The following are types and/or areas of economics which characterize the work situations and programs in which economist positions are found:

ECONOMIST (no specialization): Included in this area are positions which (1) analyze and interpret relationships incorporating economic factors which cover all sectors of the economy; (2) specialize in methodology; and (3) are not appropriately classifiable to any other area specifically covered in this series.

FINANCIAL ECONOMIST: This area includes economist positions which require specialized knowledge of economic theories and principles relating to money. Financial economics is concerned primarily with money and money markets, credit instruments and systems, banking processes and institutions, capitalization, investment, government taxing, borrowing and spending. The basic questions of the field relate to how financing activities are affected by various other economic phenomena and how other economic phenomena are affected by manipulation or changes in financial activities.

INDUSTRIAL ECONOMIST: This area includes the study and analysis of the production, distribution and consumption of particular commodities or services; the organization, capitalization, markets and other economic conditions affecting the industries and firms which produce these commodities or services; or the interrelationship between the forces of the economy as a whole and the economics of a particular industry or firm.

LABOR ECONOMIST: This area includes economist positions that require knowledge of economic theory and principles which treat the role of labor in the economic process. Labor economics is concerned with the demand, supply, use and remuneration of labor as a factor of production.

AGRICULTURE ECONOMIST: This area includes economists who are concerned with the economic aspects of agricultural problems pertaining to the exploitation of rural resources and the production and marketing of farm products in order to discover

more efficient operating methods and to improve existing farm policies of government agencies and farm associations.

The class levels in this series are determined by the nature, scope and complexity of the assigned duties and responsibilities. The significance of the assigned duties and responsibilities in determining the proper level of work is analyzed and evaluated on the basis of the following classification factors:

1. Nature and Variety of Work: This factor pertains to the purpose of work assignments; e.g., whether assignments are principally to provide training, or for the purpose of providing assistance to a higher level economist; and the type, scope and complexity of assignments, as well as the number of concurrent assignments.

2. Nature of Supervision Received: This factor relates to the degree of independence with which work is performed. Considered are such things as a) interpretations and instructions received with assignments; b) assistance received in carrying out the assignment; and c) the nature and purpose of the supervisory review.

3. Nature of Available Guidelines for Performance of Work: This factor relates to the applicability of rules, regulations, policies, procedures, work methods, manuals or other written instruction which guide, control or otherwise influence the performance of work.

4. Originality Required: This factor relates to whether or not new techniques or methods of data accumulation must be developed; or significant deviations from standard work practices are required for successful completion of work assignments.

5. Nature and Purpose of Person-to-Person Relationships: This factor relates to the intensity and scope of interrelationships maintained with individuals within and outside the agency. The purposes of such interpersonal activity are to a) provide and obtain information; b) explain, interpret and implement policies, rules, procedures, etc.; c) justify

recommendation; d) coordinate activities; and e) secure cooperation.

6. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions: Consideration under this factor is given to the technical and/or administrative responsibility for finished projects, program formulation, etc.

7. Nature and Extent of Supervision Exercised: Supervisory responsibility, as it relates to the factor, includes planning and organizing work flow; assigning and reviewing work; selecting, training and rating the performance of subordinates; coordinating work flow; and handling personnel and administrative details. Also involved is the degree of independence and responsibility with which supervisory functions are carried out.

8. Knowledge and Abilities Required: This factor relates to the kind, range and depth of knowledge and degree of skill required for the proper execution of work assignments.

The preceding factors are all interrelated; thereby presenting a factor pattern which is characteristic of the Economist profession. Each factor is not necessarily applicable at every class level. However, the minimal factor pattern for non-supervisory classes consists of Nature and Variety of Work, Originality Required, Nature of Supervision Received and Knowledge and Abilities Required. For supervisory classes, at least the additional factor Nature and Extent of Supervision Exercised is applicable.

The specifications for the classes discuss the factors significant at each level. For editorial convenience and to avoid repetition, the discussion of related factors may be combined.

This is an amendment to the ECONOMIST SERIES approved on October 17, 1967, due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980.

DATE APPROVED: 9/7/82 /s/ Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

ECONOMIST IV

2.831

Duties Summary:

Performs technical research and statistical work in the field of economics; prepares preliminary reports; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work: Assignments at this level are clearly defined segments of larger economic planning and/or development studies. They may involve the gathering, analysis and interpretation of economic data and/or general assistance to higher level economists. Results are integrated into the larger project by the senior economist.

2. Supervisory Control: Within the clearly defined limits of the assignments, positions at this level perform independently. Some latitude is given for the adaptation of established statistical and research procedures and the interpretation of limited findings in relation to the project as a whole.

Technical review of the completed work is made when the results will have significant impact on the total study.

3. Originality Required: At this level, there is no responsibility for the conceptualization of the problem, the sequencing or planning of research steps, or the development of research techniques.

4. Guidelines Available: Laws, rules, regulations, policies, procedures and instructions serve as guides. In some

cases, guides are not applicable in toto to the situation and judgment must be exercised in their interpretation and adaptation in order to secure results compatible with the objectives of the project as a whole.

5. Knowledge and Abilities Required:

Knowledge of: The basic principles, concepts and terminology of economics; research and statistical methods, techniques and procedures; economic resource materials and sources.

Ability to: Gather, compile, analyze and interpret economic data; prepare research and statistical reports and summaries; make accurate mathematical computations, analyze written and statistical data; speak and write effectively; direct the work of clerical assistants; deal effectively with the public.

Examples of Duties:

Gathers, compiles, analyzes and interprets quantitative and qualitative data; identifies and obtains data from appropriate primary and secondary sources; presents data in graphic, pictorial and tabular form, utilizing standard statistical techniques; interprets data in terms of economic significance; writes technical reports; may supervise the work of technical assistants.

ECONOMIST V

2.832

Duties Summary:

Plans and conducts limited economic planning and/or development studies; analyzes, evaluates and interprets economic data; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work: Assignments at this level represent independent responsibility for planning and conducting

limited economic studies or project segments, economic data is analyzed, evaluated and interpreted within the framework of previously defined objectives.

Work may involve the direction of subordinate clerical and technical positions.

At this level, responsibility for providing private businesses and investment groups with evaluative economic development reports may be delegated. The reports are similar in nature and scope to those described above.

2. Supervisory Controls: Within defined program objectives and indicated assignment scope, positions at this level are delegated independent responsibility for defining the problem, hypothesizing a solution, planning the approach, locating and collecting the necessary data, analyzing and interpreting the data and preparing the final report. The broad programming objectives and sequencing are provided by higher level economists.

Final reports are subject to general review to ensure that objectives have been met and policies and procedures complied with.

3. Originality Required: Within the broad framework of stated program objectives and project limitations, originality may be required in the adaptation or development of research and statistical procedures and techniques. Additional and new sources of information may have to be developed.

4. Knowledge and Abilities Required: In addition to the knowledge and abilities required at the next lower level, must have knowledge of the different aspects, practices, methods and techniques of economics. Must have the ability to plan, organize and carry out research projects; recognize data trends and problems and interpret their significance; ability to work with other staff members and private business individuals and to deal effectively with them.

Examples of Duties:

Plans and conducts limited studies for collecting detailed economic data from primary or secondary sources; analyzes, evaluates and interprets economic and statistical data; prepares and presents reports on economic phenomena and/or development objectives; confers with others to determine factors which are affecting economic conditions; may direct subordinate clerical and technical staff.

ECONOMIST VI

2.833

Duties Summary:

Plans, organizes and conducts comprehensive economic planning and/or development studies; analyzes, evaluates and interprets economic data; serves as team leader for broad, comprehensive studies of new or unexplored economic phenomena; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work: Assignments at this level reflect responsibility for the planning, organization and conduct of comprehensive economic studies. Such economic studies may represent research into unknown economic phenomena or may involve a more thorough examination of particular aspects of economic problems. In any case, assignments include the full scope of the research process, from the initiation of investigations and planning of methods through the interpretation of findings and the preparation of final reports.

The scope and depth of certain projects will contribute to their being subdivided into smaller units. When serving as the senior economist on studies of this nature, positions at this level will be delegated responsibility for directing the work of subordinate personnel; establishing the framework within which the various aspects of the economic review will be conducted; and integrating the work into a final report.

2. Supervisory Controls: Supervision received is general in nature. Positions are assigned the development of study plans outlining the methods to be used, data sources, a proposed timetable and general nature of the final report. Upon approval of the plan by the supervisor, work proceeds independently. The final report is limited to a review for applicability to administrative decisions. Work at this level is not reviewed for technical soundness.

3. Originality Required: Studies at this level typically deviate from standard procedures and lack precedent. Quantitative analysis is often made in previously unexplored areas. Because of these factors, positions at this level may exercise originality of thinking in the determination of data sources; in the development of research methods and techniques; and in establishing policies and procedures.

4. Knowledge and Abilities Required: In addition to the knowledge and abilities required at the next lower level, must have a thorough knowledge of the theories and principles of macro and micro-economics and, if working in a specialized area, a thorough understanding of subject area methodology. Must have the ability to independently plan, organize and conduct economic research projects; to recognize problems, developments and trends in order to interpret their significance on the overall project results.

Examples of Duties:

Plans, organizes and conducts comprehensive economic planning and/or development studies; analyzes, evaluates, interprets and integrates economic data; prepares and presents evaluative reports; directs, advises and guides lower-level positions in the collection and presentation of primary and secondary source material, data collection, research procedures and methods; serves as specialist in a particular area of economics, providing economic data and program recommendations; participates in conferences and serves on inter-governmental committees; and gives testimony at public hearings.

ECONOMIST VII

2.834

Duties Summary:

Supervises and participates in major economic research, planning and/or development studies; as senior economic analyst, plans, directs and conducts specialized economic studies; analyzes, evaluates and interprets economic factors and conditions; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Scope of Work: Positions at this level reflect responsibility for a segment of the State planning and/or development program; and/or the initial development and management of a major economic development project or other project of comparable scope and complexity. This involves the supervision and coordination of the work of subordinate economist positions.

Positions at this level may also serve as senior economist positions in a specialized field. Serving primarily in line agencies, such positions plan and conduct specialized studies, the results of which serve as the bases for policy decisions affecting the agency's objectives or for decisions by lay boards regarding the economic regulation of semi-public enterprises. Assignments may involve the direct supervision of subordinate positions; but in any case, the results of the work serve as the focal point for agency economic research activities.

2. Supervisory Controls: This class receives general direction from the division chief or department director. Supervision is nominal and consultative in nature.

3. Originality Required: The complexity of assignments may involve the development and application of new techniques of attack. Some originality and ingenuity may be necessary in the adapting, extending and synthesizing of existing theory and techniques.

4. Nature and Scope of Recommendations, Commitments and Decisions: Within the framework of division and department objectives, priorities and processes, positions at this level explore new areas of program development in relation to the needs of the organization served. This class possesses full technical responsibility for the results of projects carried out under its direction.

5. Knowledge and Abilities Required: In addition to the knowledge and abilities required at the next lower level must have knowledge of the fundamentals of supervision. Must also have the ability to plan, organize and direct the work of others.

Examples of Duties:

Plans, organizes and conducts economic studies and projects; develops procedures and guidelines for project implementation; analyzes, evaluates and interprets economic data; prepares and presents project reports; provides consultative services to public and private economic planning and development agencies; may testify as an expert witness.