

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1297

TITLE: ECONOMIC AND STATISTICAL ANALYST

GRADE: S-27

DEFINITION:

Under general supervision, performs complex research, collects and analyzes data, monitors demographic and economic trends and develops forecasts utilizing advanced modeling techniques; serves as project and team leader performing advanced and highly specialized quantitative research; prepares reports and presents advanced economic, demographic and statistical concepts to county staff, boards, authorities, and elected officials; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class serve as advanced technical specialists conducting economic, demographic and statistical research.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Employs advanced principles, theories and practices of economic, demographic and statistical analysis and research practices;

Designs and manages complex, multi-faceted research projects from concept to implementation for economic, demographic and statistical analysis;

Develops complex mathematical and statistical analyses and models for estimating and forecasting economic and demographic trends;

Accesses and retrieves information from complex data bases internal and external to the county;

Conducts survey research to obtain timely, accurate and valid demographic, economic, and social characteristics for Fairfax County;

Designs and conducts quantitative research employing advanced statistical techniques such as stratified samples, multi-stage sampling, weighting, etc.;

Designs and develops materials and approaches for disseminating research findings and conclusions to the public and for developing reports for customer agencies and groups;

Provides leadership and technical expertise for conducting large-scale research projects involving multiple departments and agencies;

Assists other agencies, boards, authorities and commissions, multi-agency teams and senior management in the conduct of quantitative research, analysis, modeling and sampling projects;

Presents advanced economic, demographic and statistical concepts in a clear and meaningful way for use by county staff, managers, boards and authorities, and elected officials for policy initiatives, strategic planning, and decision-making;

Utilizes computer programs and software to conduct statistical analyses.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list).

Knowledge of the principles, theories, and practices of economic, demographic and statistical analysis and research;

Knowledge of corporate systems and processes;

Knowledge of systems management and process improvement;

Ability to design and conduct complex research projects;

Ability to perform complex mathematical and statistical analysis and modeling;

Ability to effectively organize, prepare and disseminate information through reports, studies and presentations

Ability to serve as project leader on large-scale, multi-departmental research projects;

Ability to use computer software (such as SAS, SQL, ArcMap, and Access) to analyze data and present the results of studies;

Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze, and present information.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four year college or university with a bachelor's degree in economics, mathematics, survey design, statistics, or a related field; PLUS

Three years of professional work experience in research or quantitative analysis, modeling and forecasting, economics, demographics, statistics or policy analysis.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: November 12, 2009

ESTABLISHED: October 9, 2009