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Economist 07

GS-0110-07

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

As an advanced trainee, the incumbent assists higher-level economists in the performance of their assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

The assignments are small unified segments of larger projects and are designed to provide further experience and familiarity with the work of the organization. The incumbent will receive further training in such areas as: detailed study planning; collection and compilation of data from primary or secondary sources; preparation of preliminary interpretive reports; and use of computer applications in economic research.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 points

Knowledge of economic theory and principles sufficient to perform advanced developmental assignments.

Knowledge of basic statistical techniques to analyze economic data.

Ability to prepare reports to present economic data.

Factor 2 - Supervisory Controls FL 2-2, 125 points

The incumbent works under the direction of a higher-level employee who reviews work to ensure conformity with instructions.

Incumbent develops initiative in performing assignments and is held accountable for accuracy of work.

Factor 3 - Guidelines FL 3-2, 125 points

Guidelines consist of established precedents, procedures, standards, agency policy. The incumbent must use judgment in choosing among readily available guidelines. Assistance is provided by a higher-level economist.

Factor 4 - Complexity FL 4-2, 75 points

Procedures consist of related steps and methods and involve techniques such as difficult calculations or exact comparability determinations. The incumbent is expected to become familiar with data sources and to relate his/her work to the overall program.

Factor 5 - Scope and Effect FL 5-2, 75 points

The incumbent's work affects the outcome of preliminary analysis of data and, in some cases, economic research of the organization.

Factor 6 - Personal Contacts FL 6-1, 10 points

Contacts generally are within the organization. However, in a training capacity the incumbent will contact outside organizations to collect detailed economic information.

Factor 7 - Purpose of Contacts FL 7-1, 20 points

Contacts are for the purpose of collecting economic data, obtaining guidance, and to receive training.

Factor 8 - Physical Demands FL 8-1, 5 points

The work is sedentary.

Factor 9 - Work Environment FL 9-1, 5 points

The work is normally performed in an office setting.

TOTAL = 1390 POINTS

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: November 4, 1994)

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