State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee’s Name (Last, First, M.I.)
3. Employee Identification Number
4. Civil Service Position Code Description
5. Working Title (What the agency calls the position)
6. Name and Position Code Description of Direct Supervisor
7. Name and Position Code Description of Second Level Supervisor
8. Department/Agency
9. Bureau (Institution, Board, or Commission)
10. Division
11. Section
12. Unit
13. Work Location (City and Address)/Hours of Work

14. General Summary of Function/Purpose of Position

Serves as Economic Specialist with responsibility for an entire federal / state statistical contract, the Local Area Unemployment Statistics (LAUS) program. Has primary responsibility for developing monthly employment, unemployment, and unemployment rate estimates for Michigan using regression modeling. Also has responsibility for producing monthly labor force data for all state labor market areas and counties. Coordinates and organizes procedures for annual benchmark revision process. Writes monthly news releases outlining Department interpretation of key economic data. Serves as agency spokesperson with news media and represents agency before other state agencies.
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<thead>
<tr>
<th><strong>Duty 1</strong></th>
<th>General Summary of Duty 1</th>
<th>% of Time</th>
<th>50</th>
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<td>Serves as the economic specialist for a major state statistical data program, Local Area Unemployment Statistics. Responsible for developing, editing, analyzing, and publishing official monthly employment, unemployment, and unemployment rate estimates for the state of Michigan and all labor markets, counties, and cities. Must recommend to management program process improvements. In consultation with staff at Federal Bureau of Labor Statistics, must meet all contract deliverables and implement all methodological revisions.</td>
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<td><strong>Individual tasks related to the duty.</strong></td>
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<td>• Maintain complete knowledge of methodology for two federal-state statistical programs, Local Area Unemployment Statistics (LAUS) and Current Employment Statistics (CES). Coordinates activities with other Bureau of Labor Market Information (LMISI) professional staff to ensure accuracy of monthly industry employment estimates. Analyzes quality of monthly UI claimant database and resolves data problems. Load UI data weekly into PROMIS database and maintain integrity and quality of this dataset. Recommend to management process improvement changes to improve efficiency of LAUS program. Integrate and maintain electronic databases containing necessary statistical inputs. Extensive utilization of estimating software packages, spreadsheet and database software. Primary responsibility for bi-monthly updates of LMISI website. Track national, state, and local economic indicators, local economic developments, plant closings/openings, etc. Assess economic significance of estimates and produce analytical narrative. Brief bureau director, outside users, and media. Work closely with Federal Bureau of Labor Statistics regional and national office staff on meeting contract deliverables and methodological issues.</td>
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<th><strong>Duty 2</strong></th>
<th>General Summary of Duty 2</th>
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<td>Write two press releases monthly reflecting Department interpretation of key economic indicators. Disseminate labor market information via website, email, phone, etc. Primary technical responsibility for bi-monthly updates of LMISI labor force website files.</td>
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<td><strong>Individual tasks related to the duty.</strong></td>
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<td>• Primary responsibility for analysis and writing of two Department press releases monthly. Requires ability to clearly express complex economic data, and to accurately characterize the Department’s interpretation of high-profile economic data. Additional narrative analysis supplied to Governor's Office monthly. • Participate in media interviews regarding a wide range of labor market information topics. • Respond to daily information requests from internal and external customers. • Maintain electronic databases used to produce products for dissemination. • Update Bureau of Labor Market Information website files bi-monthly with revised labor force files. Consult with other bureau staff to resolve data or performance problems with LMI website.</td>
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Duty 3
General Summary of Duty 3 % of Time 15
Coordinate, organize, conduct and analyze annual benchmark revision of employment and unemployment estimates for Michigan and all labor market areas, counties, and municipalities.

Individual tasks related to the duty.
- Organize and conduct an extensive annual review of the regression model used to produce statewide estimates. Communicate this review to Federal Bureau of Labor Statistics (BLS).
- Establish priorities and implement using project management techniques to coordinate the benchmark revision process with monthly estimation activities.
- Review and revise employment and unemployment inputs for local area estimates.
- Design and submit methodological exceptions or atypical procedures, as necessary, to BLS for approval. Incorporate these exceptions and atypicals in revised estimates.
- Produce three years of revised area estimates and analyze for accuracy. Transmit revised data to BLS by all contract deliverable dates.
- Update databases with five years of revised seasonally adjusted and three years of unadjusted data and disseminate to users.

Duty 4
General Summary of Duty 4 % of Time 5
Coordinate, produce, and analyze designation of Michigan Areas of Substantial Unemployment (ASUs) using statistical analysis and Geographic Information System (GIS) software, for use in allocation of federal WIA funds to State of Michigan.

Individual tasks related to the duty.
- Calculate unemployment rates by census tract for all tracts in Michigan from Census data.
- Select high unemployment rate tracts, and using Census share methodology, apply to LAUS county estimates for most recent program year.
- Form ASU areas by aggregating across counties and/or parts of counties until an unemployment rate of 6.5 percent is achieved while maximizing the number of unemployed in each ASU area.
- Prepare data files for input into GIS software.
- Use GIS software mapping techniques to ensure that ASUs contain census tracts which are fully contiguous.
- Use BLS software to test data for errors and reconcile any data problems.
- Transmit information to BLS.
- Collaborate with Workforce Development Agency to duplicate process for WIA funding allocations for all Michigan Works! Agencies.
**Duty 5**  
**General Summary of Duty 5**  
% of Time 5

Conduct economic and labor market research and analysis. Contribute content, data, or analysis to section publications.

**Individual tasks related to the duty.**

- Requires knowledge of research techniques, labor economics, and agency research capabilities and resources.
- Requires knowledge of computerized databases, internet applications, and data analysis software.
- Requires ability to independently compile and analyze data from a variety of federal, state, local, and private sources.
- Requires ability to make decisions on the appropriate approach to convert data into effective information for customers, with effective writing skills, selection of graphics, and method of presentation.

**Duty 6**  
**General Summary of Duty 6**  
% of Time 5

Leadership and Professional Development - Analyst will maintain proficiency by staying current on economic and labor market literature, including government, academic, non-profit, and private studies on particular areas of interest. Additionally, the analyst will identify and complete professional development plan consistent with professional and Section goals.

**Individual tasks related to the duty.**

- Stay current on the current economic and workforce literature.
- Develop professional relationships, associations, and affiliations through collaboration.
- Identify professional development goals and education / training opportunities as part of individual development plan.
Duty 7
General Summary of Duty 7 % of Time 5

Lead, Innovate, and Deliver Solutions - Reflecting a culture of continuous improvement, the analyst will independently or collaboratively propose new, innovative ways to improve Bureau processes, procedures, products, or services.

Individual tasks related to the duty.

- Participate in independent or collaborative brainstorming sessions.
- Evaluate existing Department or Bureau processes, procedures, products, or services.
- Identify areas for improvement.
- Test alternative processes, procedures, products, or services.
- Propose to manager or Bureau Director ideas for improvement and make recommendations.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions are made involving the development of efficient procedures and the implementation of methodological changes for the production of state and area unemployment estimates, impacting the agency’s ability to meet contractual deadlines.

Decisions are made regarding the strategies and procedures for maximizing the outcome of the Areas of Substantial Unemployment analysis, impacting Federal and state funding allocations.

Decisions are made regarding responding appropriately to media requests and referring contacts of a sensitive nature to management, impacting the public image of the agency.

17. Describe the types of decisions that require the supervisor’s review.

When completion of work tasks in a timely manner indicates that priorities must be set, or when activities require coordination between several administrative areas, or when activities impact agency policy or are of a sensitive nature.
18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Able to work under tight deadlines and manage multiple projects. Work is performed in an office environment, using standard office equipment. Work assignments require significant computer use. Occasional travel is required. Occasionally move boxes and computer equipment when doing presentations.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

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20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

__Complete and sign service ratings.  __Assign work.
__Provide formal written counseling.    __Approve work.
__Approve leave requests.              __Review work.
__Approve time and attendance.         __Provide guidance on work methods.
__Orally reprimand.                    __Train employees in the work.
21. I certify that the above answers are my own and are accurate and complete.

__________________________________________________________________________

Signature

__________________________________________________________________________

Date

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes, I agree with the responses.

23. What are the essential functions of this position?

Has primary responsibility for coordinating and completing complex professional work tasks associated with the Local Area Unemployment Statistics Federal-State cooperative program. This includes the development of the official monthly estimates of employment and unemployment for Michigan and all sub-state areas. It requires coordinating, planning, and completing an annual revision of state and area labor force estimates. The production of Areas of Substantial Unemployment for Michigan and all Michigan Works! Agencies, used in WIA funding allocations, is also a responsibility of this position. Also involves substantial activity in preparation of Department press releases, maintenance of section databases, maintenance of LMI website content, dissemination of information to the media and general public, and conducting research and contributing to section publications.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.

The responsibilities and importance of this position have grown significantly over time. As such, more independent judgment is expected and required, as is the coordination of work projects and the analysis and identification of process improvements in the LAUS program. Additional technical responsibilities have been added, such as the ability to utilize regression models and evaluate their effectiveness. The position requires more direct contact with senior agency and bureau management.
25. What is the function of the work area and how does this position fit into that function?

The Bureau of Labor Market Information and Strategic Initiatives (LMISI) is the official source for high-quality demographic and labor market information for the state of Michigan and its regions. The Bureau administers the state’s federal / state cooperative programs with the Bureau of Labor Statistics (BLS) and the U.S. Census Bureau and produces high-quality information and analysis through grants from the U.S. Department of Labor and from partner agencies in the state of Michigan. The Bureau provides national, state, and local partners and customers with accurate, objective, reliable, timely, accessible, and transparent information and insights.

The work area is the Labor Market Analysis & Demographics Section, which deals with labor market information development and dissemination. The position is an economic specialist within the section.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Bachelor’s degree with a major in economics.

EXPERIENCE:

Four years of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst, including two years equivalent to an Economic Analyst P11 or one year equivalent to an Economic Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of economics, labor market structure and conditions, research and analysis, project management, computer applications, analytical writing.

Ability to communicate effectively with management and staff and maintain professional relations.

Ability to work independently and meet frequent deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.
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<th>Supervisor’s Signature</th>
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**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

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**TO BE FILLED OUT BY EMPLOYEE**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

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