

**CLASSIFICATION:** LABOR MARKET ANALYST II

**Class Code:** 5571-20

**Date Established:** 11-21-77

**Occupational Code:** 7-1-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non- Exempt

**BASIC PURPOSE:** To develop labor market and related statistical reports based on analysis of labor market conditions.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises a labor statistics program and staff in compiling, tabulating and reporting program information.
  - Analyzes and interprets quantitative and qualitative data to prepare statistical reports and summaries pertaining to labor market activity.
  - Compiles and reports labor market information to assist employers contemplating movement of industry areas.
  - Prepares press releases relative to employment, unemployment, and industrial expansion or decline.
  - Supervises and conducts research programs concerning labor market problems including preparing material for research and special reports.
  - Reviews survey results, reports and related statistical data for consistency and accuracy.
- 

**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in business administration, economics, statistics, social science or a related field with a minimum of one course in applied statistics. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in economics, statistics or a business related field.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of statistical analysis terminology, methods, procedures and applications. Knowledge of supervisory principles and techniques. Knowledge of social, economic and labor market related trends. Ability to obtain, record and analyze statistical and numerical data. Ability to communicate effectively. Ability to supervise. Ability to establish and maintain effective working relationships with a variety of industrial and office personnel, fellow employees and superiors. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.