

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Economic Analyst

GRADE: 5

REPORTS TO: Senior Economist

POSITION SUMMARY: This is an at-will, non-partisan position. The Economic Analyst is responsible for assisting in the production of detailed and timely economic and revenue forecasts utilized in the State's biannual Consensus Revenue Estimating Conference. The employee is also responsible for analysis and projections of state revenues, as well as determining the fiscal impacts of tax policy proposals and legislation that may directly affect the State's revenue base. The employee will also undertake miscellaneous duties and assignments that are determined to have merit and are assigned by the Director or his/her designee.

PRINCIPAL ACCOUNTABILITIES:

1. Assist in preparing detailed economic forecasts for the state and national economy for the biannual Consensus Revenue Estimating Conference.
2. Assist in preparing detailed state revenue estimates for the biannual Consensus Revenue Estimating Conference.
3. Analyze, make recommendations, answer questions, and prepare documents regarding state or federal tax issues.
4. Acquire a working knowledge of econometrics modeling and forecasting techniques.
5. Develop a current and up-to-date listing of key national and state economic and tax variables.
6. Regularly review reports of the federal and state government, Federal Reserve publications, economic journals, university publications, and other reports concerning current economic research.
7. Provide staff assistance to the House Appropriations and Tax Policy Committees and other members of the House of Representatives as requested.

8. Testify before House Committees and Subcommittees regarding economic, tax, or fiscal issues.
9. Establish professional and effective working relationships with appropriate policy staff in the Executive Branch, House and Senate Fiscal Agencies, and other House and Senate staff offices.
10. Provide fiscal analyses for tax policy and other assigned bills.
11. Provide regular written analyses of current economic, fiscal, and taxation public policy issues in laymen terms for the members of the House of Representatives.
12. Participate in joint Executive/Legislative Consensus Revenue Estimating Conferences.
13. Monitor and analyze local government financial issues, including state revenue sharing programs.
14. Serve on internal Agency committees.
15. Undertake other assignments as requested by the Director and Senior Economist.

JOB QUALIFICATIONS: Bachelor's degree, with a strong preference for Master's degree in economics and two years of applied work involving economic analysis or state and local government finances, or a Master's degree in economics.

The Economic Analyst must possess a strong background in economic forecasting and taxation policy analysis. Must possess educational and practical experience in statistical analysis and interpretation. Must display basic research, analytical, and statistical skills, as evidenced by an advanced degree and/or comparable professional experience. Must possess the ability to communicate complicated and technical issues effectively, both orally and in writing. Must exhibit the ability to use diplomacy, discretion, and good judgment in dealing with legislators, legislative staff, executive agency directors and staff, and members of the public and press. Should have in-depth knowledge of the legislative process.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.