

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

Position Code

1. ECONALTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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.)	8. Department/Agency TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) OFFICE OF REVENUE AND TAX ANALYSIS
4. Civil Service Position Code Description Economic Analyst-E	10. Division FORECASTING AND ECONOMIC ANALYSIS
5. Working Title (What the agency calls the position) ECONOMIST	11. Section
6. Name and Position Code Description of Direct Supervisor LOCKWOOD, ANDREW J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUSSIS, ERIC J; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. ALLEGAN STREET, LANSING, MICHIGAN / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This Economic Analyst position serves as an entry-level economist responsible for performing economic research and analytical assignments. The employee collects, organizes, and validates economic and revenue data related to the US and Michigan economies; conducting basic quantitative analyses; and preparing written materials summarizing key findings. The position is designed to develop analytical skills, understanding of departmental processes, and familiarity with economic data sources. As experience is gained, the employee performs increasingly complex assignments with greater independence.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Economic Research, Data Compilation, General Support and Data Requests

Individual tasks related to the duty:

- Prepares preliminary tables, charts, and summary statistics on economic conditions in Michigan for use in reports and presentations.
- Research, compiles, organizes, and interprets economic data obtained from public, proprietary, and internal sources to analyze wage information, labor supply and demand, tax revenues and other relevant indicators.
- Conducts preliminary quantitative analyses to identify patterns.
- Reviews data validity and documenting data sources and methodologies.
- Provides data, preliminary analyses, and documentation to support collaborative research projects.
- Organizes and maintains data files, code repositories, and reference materials in accordance with unit standards.
- Makes Bureau documents ADA compliant.

Duty 2

General Summary:

Percentage: 25

Identify and monitor economic indicators relevant to national and local trends

Individual tasks related to the duty:

- Compile regular updates for a set list of economic indicators
- Monitor changes in employment, wages, prices, housing, GDP, and other indicators.
- Compare Michigan indicators to national or regional values.
- Identify notable changes or trends and report them to senior staff.
- Document indicator sources, definitions, and update schedules.
- Provide statistical analysis on economic indicators

Duty 3

General Summary:

Percentage: 20

Performs economic and revenue forecasting.

Individual tasks related to the duty:

- Performs economic and revenue forecast for consensus revenue conferences
- Acquire expertise on Michigan taxes
- Acquire expertise on RSQE modeling system and learn how to run system
- Identify notable changes in tax collections and economic trends

Duty 4

General Summary:

Percentage: 5

Other Special Projects as Assigned.

Individual tasks related to the duty:

- Attend conferences and public meetings to explain programs and policies.

- Along with ORTA staff, works on special projects including presentations and the consensus revenue conference.
- Other special projects and requests assigned.

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

- Contacting other staff within Treasury to seek and/or disseminate information.
- Work with federal agencies to obtain information and data.

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

Information prepared for the State Treasurer, Deputy Treasurers, ORTA Director, Governor, or legislative staff, and previously unpublished information and outside the Department of Treasury.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed in a standard office environment. The ability and flexibility to frequently contribute time to the job beyond the regular workday schedule is required. Work environment is high pressure with strict deadlines and competing priorities. Occasional extended hours are required.

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.

Additional Subordinates

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. |

N Orally reprimand.

N Train employees in the work.

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

Yes

23. What are the essential functions of this position?

The staff economist must be able to conduct a rigorous research project from beginning to end. Compile and analyze economic data and indicators for economic research and develops economic and revenue forecasts. Must be able to communicate well, both orally and in writing.

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

New position.

25. What is the function of the work area and how does this position fit into that function?

This office is the forecasting and policy research arm of Treasury. The staff prepares the official economic and revenue forecasts for the executive branch of State government; tracks revenue collections, provides economic and tax information and analyses to the Governor, state departments, the legislature, and the general public. This position is a component of that team and contributes to the economic and statistical analysis of the US and Michigan economies and Michigan tax revenues.

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

EDUCATION:

Possession of a bachelor's degree with a major in economics.

EXPERIENCE:

Economic Analyst 9

No specific type or amount is required.

Economic Analyst 10

One year of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst 9.

Economic Analyst P11

Two years of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst, including one year equivalent to an Economic Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of economic theories including methods and techniques of econometrics and forecasting; micro and macroeconomic theory; economic research and survey sampling techniques; mathematical and statistical theory; economic indicators relative to national and local economic trends; state and federal laws and legislative processes. Ability to conduct research studies; gather and analyze economic data and present findings; ability to use and potentially develop statistical computer programs for use in data analysis.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

SALLY VAN VYVE

8/21/2026

Appointing Authority

Date

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.

Employee

Date