

# Job Description

## Point Rating Evaluation Plan

Working Title <b>Economist</b>		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
Present Classification <b>Program Services 4</b>		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

Under the direction of Manager, Revenue Forecasting, the Economist is responsible for providing forecast advice and analysis to Treasury Board and Finance in respect of provincial revenue.

The work performed by the unit is mainly concerned with preparing the Government of Alberta's revenue forecasts (including, Personal Income Tax, Corporate Income Tax, Insurance Premiums Tax, and the Canada Health and Social Transfers) for use in the development of the annual budget, quarterly reports and annual report. Responsibilities include monitoring and reporting on key developments in the province's tax and transfer revenue bases, updating and improving the revenue forecast models, and conducting research and analysis related to revenue forecasting, macroeconomic accounts, and tax legislation.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.

Under the direction of Manager, Revenue Forecasting, the Economist will:

- Maintain the core and subsidiary revenue forecasting models.
  - Develop expertise in the methodologies and processes of various forecasting models.
  - Record and examine tax and transfer data, reconcile historical amounts, and update forecast expectations.
  - Monitor policy developments for purposes of maintaining the forecasting models.
  - Maintain any additional files related to the revenue forecast and related analyses.
- Improve government revenue forecasting models.
  - Develop a strong research-based understanding of public revenue forecasting.
  - Continue to improve various forecasting models, anticipating macroeconomic developments.
  - Estimate revenue impacts of economic and policy shocks.
  - Develop and adapt tools to explain forecast variances.
  - Use revenue forecast tools and expertise to support broader divisional work.
- Communicate internal and external-facing analyses.
  - Contribute to briefings and slide decks on the revenue outlook for senior department officials.
  - Provide monthly and quarterly revenue memos with detailed analyses to internal stakeholders.
  - Provide substantial public-facing analyses for public information purposes.
  - Draft clear and concise documentation for the auditing team.
  - Communicate clearly and concisely on technical subject matter, both orally and in writing.
- Develop an in-depth understanding of the tax and transfer system.
  - Deepen understanding of the technical and conceptual aspects of the tax system.
  - Stay current with tax forms and legislation in respect of the various revenue forecasts.
  - Monitor macroeconomic and other developments that may impact revenue.
  - Build on institutional knowledge by developing and improving the tax and modelling documentation.

Classification: Protected A

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**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The incumbent is expected to have strong analytical/critical thinking skills and work with complex tax and economic models using a variety of tools/packages. The incumbent will take into consideration how his/her own work aligns with the ministry business plan and how it impacts the work of others. The incumbent is expected to understand that his/her work may be used to support policy recommendations prepared for government by the broader division (Systems Thinking).

The incumbent is expected to become an expert in various revenue forecasting models, data sources that drive these models, as well as the economic and other technical concepts that underpin the models. The incumbent has considerable freedom to set his/her goals and work priorities, and is expected to anticipate and adapt to a dynamic and fast-paced work environment. The incumbent is encouraged to recommend new projects and approaches to help the division meet its priorities, while working towards the expectations communicated by management (Drive for Results).

The incumbent is required to make decisions and recommendations concerning revenue forecasting. This requires applying the concepts and techniques of economic theory, reviewing technical literature, and displaying good judgement in the face of complex decision-making criteria (Creative Problem Solving).

The incumbent is expected to function with a large degree of independence, but will also be required to engage other team members in debate and discussion. This requires initiative, creativity and judgement in how best to achieve the desired results while meeting timelines. S/He is also expected to build on his/her own areas of strengths and opportunities for development, both formal and informal, while contributing to the team's knowledge by sharing information, knowledge and experiences that support the team's success (Develop Self and Others).

The incumbent is expected to handle routine issues independently, while consulting on difficult, sensitive and/or unusual problems. The incumbent must at times respond to public enquiries on various issues, informing key stakeholders of relevant information in a timely manner, while advancing the government's priorities and reputation (Build Collaborative Networks).

The incumbent will represent Alberta Treasury Board and Finance at meetings with both provincial and federal government officials. This involves contributing positively by sharing information respectfully and considerately while listening actively and open-mindedly. The incumbent is expected to be up-to-date on the government's policies and will demonstrate sound judgement regarding the sensitivity of the information being shared. Respect and consideration for differences in views, approaches and direction is essential (Build Collaborative Environments).

Since the position functions within generally tight deadlines, the incumbent should be able to anticipate and adapt to changing environmental demands, proactively seeking advice and support while exhibiting resourcefulness and composure (Agility).

The Director, Revenue and Economic Modelling and/or the Executive Director, Economics and Revenue Forecasting generally review the work of this position upon project completion for accuracy, completeness, logic and economic rigour, and communicative clarity.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

The analyst must hold a master's degree in economics or the equivalent, and be able to demonstrate a thorough understanding of public finance, statistical analysis, and forecasting techniques.

The position requires strong written and oral communication skills, as well as strong analytical and quantitative skills. The

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incumbent must be able to communicate highly technical issues in simple, straightforward language.

The incumbent must be experienced in the use of analytical (including econometric), spreadsheet, word-processing and data-management programs.

The incumbent must possess an advanced knowledge of economic theory and quantitative and statistical methods and their application, while demonstrating familiarity with the major sources of economic data/information (e.g., CANSIM). S/He must be familiar with economic research methods and be able to identify and retrieve relevant information/literature.

It is preferred that the incumbent has an in-depth knowledge of the principles of taxation and the system of national macroeconomic accounts.

The incumbent must also possess strong inter-personal skills to facilitate working with others and help lead groups, projects and initiatives. Well-developed interpersonal skills allow the incumbent to benefit from team work by incorporating diverse viewpoints.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

The incumbent in this position provides analytical support and advice to senior and executive managers in the Department. Contact is also required with officials from other GOA departments as well as other federal and provincial Finance officials and non-government stakeholders from time to time.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

No supervisory duties.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

***This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.***

#### **Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date