

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Economic Analyst

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

EFP/OSI/Demography and Economic Analysis

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

As the province's designated statistical focal point, the Office of Statistics and Information (OSI) represents the province at the Federal-Provincial-Territorial Consultative Council on Statistical Policy and its various technical subject matter committees. Under the direction of the Manager, the Economic Statistician position provides specialized expertise and support for economic statistics, survey programs, economic modeling, and related matters in alignment with the Ministry Business plan. This role is critical to providing accurate and reliable economic data and analysis to support policy analysis, economic impact assessment, planning, and decision-making for the Division (Economics and Fiscal Policy), various provincial ministries and the general public.

Reporting to the Manager, the Economic Statistician assists in the development and/or management of economic survey programs initiated or coordinated by the OSI. The position is also responsible for ensuring accuracy and relevance of Alberta economic data by regular correspondence with Statistics Canada, including vetting work-in-progress data, compiling various GoA data on behalf of the federal statistical agency, and participating in FPT, as required. Operating under little supervision, the Economic Statistician utilizes spreadsheet software and computer programming languages to modify existing practices and develop new analytical tools for economic analysis and producing economic statistics to support evidence-based decision making. The position is responsible for the development and maintenance of Input/Output (I/O) models, publishing Economic Multipliers, and conducting custom economic impact analysis for internal and external clients to support policy analysis and decision-making.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- 1) Provide advice, expertise, and assistance in building GoA statistical capacity to support evidence-based decision making related to fiscal, environmental, energy/resource, industry and trade issues:
 - Apply Economic Modeling to develop, update, validate and maintain Input/Output (I/O) model, publish the latest Economic Multipliers, and conduct custom economic impact analysis for both internal and external clients, to support policy and decision-making.
 - Develop strategic and analytical techniques and programming infrastructure to provide business solutions for new statistical products (e.g. produce regional GDP for Alberta) to fill data gaps, with the goal of implementing information-driven process to support policy analysis.
 - Developing and applying economic and econometric models, to analyze and forecast economic trends and impacts, and provide analytical advice to other areas within Treasury Board and Finance as well as other provincial departments on economic issues at the provincial and sub-provincial level to support policy analysis.
 - Assist in the development of various economic survey programs initiated or coordinated by the OSI. Such duties include contract management, development and coordination of interdepartmental documentation, regular correspondence with survey sponsors and contractors (e.g., Statistics Canada), authoring progress reports and assisting in the development of final deliverables (e.g., datasets, final reports).
 - Reviewing and updating the methodology and process documents to ensure relevance and functionality of economic analysis and forecasting expertise on cross-sector and cross-jurisdictional initiatives.
 - Collaborate with other ministries and/or with other provincial or Federal governments to enhance analytical and technical capacity to generate economic statistics when resources are limited in TBF.
- 2) Assist stakeholders in the identification and use of appropriate statistical information.
 - Evaluate work-in-progress data from Statistics Canada under tight time constraints using in-depth data from various internal and external sources. Compile and transfer data, including those produced by the GoA, to Statistics Canada in support of its various programs, especially those related to the Economic Accounts.
 - Represent Treasury Board and Finance on cross government initiatives, such as committees, working groups and policy impact initiatives. Show excellent tact and judgment in providing economic advice to the GoA. With this comes a comprehensive awareness of broader ministry initiatives and knowledge of GoA initiatives.
 - Assess stakeholders to identify gaps in their statistical information, areas of duplication with other data sources and opportunities for efficiencies.
 - Manage requests for information on Alberta's economic statistics from stakeholders across the province and potentially globally, using the expertise to ensure that the information provided is accurate and useful.
- 3) Guide the use and relevance of official economic statistics and other key information:
 - Take an active role in the analysis of information of interest to the GoA, including examining annual estimates of Alberta's economic performance and responding to information requests of varying complexity from provincial departments, crown agencies and those requiring research information regarding Alberta's macroeconomic situation.
 - Collaborate with Divisional members, including economists responsible for forecasting Alberta's economy, to share knowledge and insights, and provide guidance on the use and relevance of economic statistics and other key information.
 - Partner with other experts to develop economic models and provide analytical advice to other areas within TBF, as well as other ministries.
 - Create customized packages of GoA official statistics and other key information as needed, drawing on the expertise to ensure that the information is relevant and useful.

4) Information Requests/Action Requests/Briefings.

- Conduct in-depth analysis of Alberta's macroeconomic situation, prepare briefings and reports with tight timelines and minimal supervision, and deliver these to senior officials and stakeholders as part of fulfilling information and action requests.
- Prepare responses to Action Requests from the Minister, Deputy Minister, or Executive Team related to regional economic development, using the expertise to provide relevant and useful information.
- Proactively brief senior officials, managers, and staff on relevant statistical releases from other agencies, such as Statistics Canada, to keep them informed and up to date.

Problem Solving

Typical problems solved:

- Creating innovative solutions to address data and information requests from stakeholders across the GoA to implement information-driven decision making
- Providing in-depth analytical report based on the results of conducting economic impact analysis
- Developing and applying creative methodology for economic modeling to analyze complex economic issues and provide analytical advice to internal or external clients
- Providing official sources for economic statistics and identifying data gaps and opportunities to generate data and information to fill data and analytical gaps, as policy priorities evolve

Types of guidance available for problem solving:

Overall, effective problem solving as an economic statistician requires a combination of technical, statistical, economic specific field, interdisciplinary, and professional guidance and skills, depending on the specific challenges and problems encounter in the work.

- 1) Statistical guidance involves using statistical methods and techniques to analyze data and identify patterns, trends, and relationships. You can use statistical software and programming languages to carry out exploratory data analysis, hypothesis testing, regression analysis, and other types of statistical analysis.
- 2) Economic-specific guidance involves developing specialized knowledge and expertise in economic statistics application including, developing I/O model and economic model to estimate regional GDP data to identify relevant variables and indicators for the analysis.
- 3) Technical guidance involves using technical tools and resources, such as data visualization tools, data management software, etc., as well as guidance from technical experts, such as data scientists or IT professionals.
- 4) Interdisciplinary guidance involves collaborating with experts from other disciplines, such as energy, social sciences, engineering, or natural sciences, to integrate insights and knowledge from different fields into the problem-solving approach. For example, the economic statistician needs to work with energy specialists to design appropriate assumptions to be used economic impact assessment analysis.
- 5) Professional guidance involves seeking advice and guidance from professional organizations and networks to access to resources, training, and networking opportunities that can help with staying up-to-date with the latest developments in the related fields and connect with other professionals who share your interests and challenges.

Direct or indirect impacts of decisions:

Direct impacts of decisions can have a significant effect on the quality and reliability of economic data and analysis, as well as on the decisions and policies that are based on that data. Some examples of direct impacts of your decisions could include:

- Developing economic models and simulations to predict the potential impacts of different policy options or economic scenarios, and to inform decision-making processes accordingly.
- Developing economic models and simulations to predict the potential impacts of different policy options or economic scenarios, and to inform decision-making processes accordingly.
- Ensuring that economic data is collected, processed, and reported in a timely and consistent manner, to enable policymakers and other stakeholders to make informed decisions based on up-to-date information.

Indirectly, decisions this position makes can have indirect impacts on various stakeholders and aspects of

the economy, beyond the immediate context of data collection and analysis, including contribution to the well-being and prosperity of individuals, businesses, and society as a whole through the development of a more informed decision making.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders

- Executive Team: Provide data and information, analytical brief and response to Action requests as needed (Frequency: As required)
- Director: Provide information as needed (Frequency: Regularly)
- Supervisor: Consult and obtain direction on project priorities and initiatives (Frequency: Daily)
- Team: Collaborate on data development, analysis, and management within the team (Frequency: Daily)

External Stakeholders

- Cross-Government (Other ministries across GoA, other provincial and federal governments): Participates on projects and teams (Frequency: As required)
- Contractors/Businesses: Provide data and information, advice and consult on projects (Frequency: As required)
- Public: Provide data and information, insight, and advice (Frequency: As required)

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Economics	Other	

If other, specify:

Econometrics, Statistics, or closely related field

Job-specific experience, technical competencies, certification and/or training:

- Experience in designing and leading economic studies, developing and using economic models and research techniques
- In-depth knowledge of the System of National Economic Accounts, including Input/Output model and economic multipliers
- Extensive knowledge and a solid understanding of the industrial and institutional structures and economic history of Alberta and Canada
- Strong knowledge of techniques and of software programs for theoretical and applied econometric/statistical models
- Excellent written and oral communication skills, as well as strong analytical and quantitative skills. The incumbent must be able to communicate highly technical issues in simple, straightforward language

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and 	<p>-Conducting Economic Impact Assessment drives engaging perspective from the clients to ensure the accuracy of assumption and as a result credibility of results</p>

		<p>activities</p> <ul style="list-style-type: none"> • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>- Generating economic statistics (through modeling or survey programs) drives engaging with the team for the best results</p>
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Pursuing accuracy and quality, analyzing data efficiently, focusing on key priorities, collaborating effectively, finding solutions and meeting deadlines are different examples of how this skill/level is essential for the position.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Adopting to new technologies, applications and softwares, responding to changing business needs, handling ambiguity, when there is incomplete data or information, and learning quickly are some examples showing how this skill/level helps the economic analyst to continuously improve the quality of work.</p>
Develop Self and Others	○ ● ○ ○ ○	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>Sharing knowledge and expertise within team, while staying updated with the latest economic trends, theories, and data sources. Dedicating time to continuous learning, attending workshops, and staying current with industry publications.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

023PS73

