



STATE OF OREGON
invites applications for the position of:

Director of Economic Analysis/State Economist

JOB CODE: DAS11-0051-OC

**OPENING
DATE/TIME:** 11/30/11 12:00 AM

**CLOSING
DATE/TIME:** 01/02/12 11:59 PM

SALARY: \$78,700.00 - \$120,072.00 Annually

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Administrative Services-Director's Office

DESCRIPTION:

The Chief Operating Officer (COO)/Director of the Department of Administrative Services (DAS) for the state of Oregon is conducting an executive recruitment for the Director of Economic Analysis (State Economist). This is a permanent, full-time, executive service position located in Salem. If you are hired, you will become part of the State's Executive Service team.

The state of Oregon is defined by its geography, unique balance of beauty and modern technological development. Oregon is noted for its livability, diverse cultures, landscapes and activities along its coast, and in the forests, deserts, lava fields and mountains.

The COO/DAS mission is to serve state government to benefit the people of Oregon. The agency is responsible for enterprise wide systems and services such as implementing the decisions of the Governor and policy makers, delivering the best value for every dollar spent while providing services such as Information Systems/Information Technology, statewide leasing, motor pool, facilities, safety and risk management, procurement, accounting, payroll, budgeting, human resources, etc.

The Office of Economic Analysis (OEA) is the primary forecasting unit for the state of Oregon. The State Economist is responsible for developing and interpreting forecasts and assessing their implications for state budgeting and strategic planning decisions. The OEA is responsible for

providing objective and credible forecasts for state General Fund revenue, lottery revenue, prison inmate population, and current service budgets. Forecasts and analyses are used by Governor and Legislature to make overall budget and policy decisions for the state. The OEA has sole responsibility for determining the size of current law General Fund-Lottery budget, determination of the "kicker", highway cost allocation study, and a large impact on composition of expenditures through forecasts of population, age distribution, and prison population. The functions of the OEA result in a high degree of public visibility through press releases, legislative hearings, and public addresses.

DUTIES & RESPONSIBILITIES:

The State Economist serves as director and administrator of the OEA. This position serves as senior policy advisor to the Governor, the COO/Director of DAS, and the Legislature and is part of the leadership team making changes to state government through the entrepreneurial management business model. The State Economist is responsible for overseeing state forecast efforts and ensuring that forecasts are objective, credible, and meet national standards. This position plans and coordinates the state's forecasting and long-term budget planning efforts. This position is responsible for maintaining the credibility of the forecasting process with state agencies, the Legislature through testimony, the media, and the general public. Major responsibilities include but are not limited to the following:

- Manage and administer the state's primary forecasting program (the state of Oregon uses only the official forecast of the State Economist for the General Fund revenue outlook). Provide leadership and direction for the state's economic, revenue, demographic, prison population, expenditure, and other forecasting efforts. Evaluate the effectiveness of the state's forecasting procedures, create new systems and/or reforming old ones and ensure that they meet national standards. Assess and determine staffing, technology, and fiscal resources needed to meet the state's forecasting and planning needs. Provide analysis and advisory consultation to the Governor, COO/DAS Director, Deputy Director, and the Legislature on economic issues, budget trends, and tax policy. Ensure that the Governor, Department of Administrative Services Director and Legislature have objective, credible information to base policy decisions.
- Direct long-term budget planning for the state, including development of current service budget estimates. Assess and determine research agenda for evaluating long-term revenue and expenditure trends. Direct staff to carry out research agenda. Areas of research include: stability of state economy, impact of in-migrants, affects of changing age distribution, long-term criminal patterns and their implications for the prison population, and other issues which influence long-term expenditure and revenue trends. Plan and direct inter-agency efforts to evaluate and assess trends and their implications for state government policy and planning. Included in this category are inter agency groups to assess demographics and their impacts, evaluate alternative approaches to assess tax policy impacts, and review and assess state planning systems. Assist agencies with methodology issues

surrounding forecasts that impact their budgetary needs.

- Represent the state of Oregon in numerous state and national forums. Provide expert testimony to the Legislature. Represent the state of Oregon to media in numerous formal and informal settings.
- Provide leadership and direction for a diversified staff. Supervise, hire, monitor performance, develop, coach, discipline, and provide direction to employees. Respond to and resolve employee grievances. Assign and plan work. Promote safety training and practices in performance of all work activities. Implement Affirmative Action and diversity strategies and goals. Responsible to structure activities that will promote and foster a diverse workforce and discrimination/harassment-free workplace. Manage and administer the Office of Economic Analysis budget.

Working Conditions

Work is performed in an office environment with extensive use of personal computers. Public speaking engagements and occasional travel to geographically dispersed locations throughout the state to assess economic conditions are required. This position often works with controversial, sensitive and confidential issues. This position also often works under tight deadlines.

QUALIFICATIONS & DESIRED ATTRIBUTES:

Your resume and cover letter must clearly show that you meet the minimum qualifications and describe the desired attributes (see below) that apply to you:

Minimum Qualifications

Six years of management experience relating to economics (urban, regional, macro, and/or public) and forecasting (long, short, population, etc.) in a public or private organization which included responsibility for each of the following:

- a) development of program rules and policies,
- b) development of long- and short-range goals and plans,
- c) program evaluation, and
- d) budget preparation

Graduate level course work (48 quarter or 32 semester hours) in economics may be substituted for one year of the required experience.

In the "Work History" section of your resume, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

Only those candidates whose experience most closely match the desired attributes and duties and responsibilities of this position will be invited to interview.

Desired Attributes

The candidate we are seeking must have a work history and education that demonstrates:

- Experience in the principles and practices of economic forecasting and analysis including population forecasting
- Experience as an economic advisor
- Experience in public relations (including press relations, personnel, marketing, etc.)
- Working knowledge of the principles and practices of budgeting
- A Bachelor's Degree in Economics or related business field

Only the candidates whose experience most closely match the qualifications and desired attributes of this position will be invited to an interview.

ADDITIONAL INFORMATION:

To apply you must provide the following:

1. Resume
2. Cover Letter: No more than two pages describing how your experience and education meet the qualifications described in the "Desired Attributes" section of this announcement.
3. List of References: Include at least two in each of the following categories: Peers, Subordinate, and Professional (including necessary contact information).
4. Transcripts: Must be attached if using education to meet minimum qualifications. (A copy of your diploma will not substitute required transcripts.)

Note: To protect your confidential information, please redact (black out) your social security number on all transcripts before attaching to your application.

Employment is contingent on the outcome of a criminal records check which may require fingerprints (FBI) and a pre-employment drug screening. Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

During the current biennium ending June 30, 2013, DAS employees are required to take mandatory unpaid time off (furlough) days. A furlough is a temporary excused unpaid absence from work. At the time of hire, your manager will meet with you to determine the number of hours or furlough days you will be required to take.

The Department of Administrative Services does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

The Department of Administrative Services is an equal opportunity, affirmative action employer committed to a diverse workforce.

VISIT OUR AGENCY WEBSITE AT:
<http://www.oregon.gov/DAS/OP/jobs.shtml>

Job #DAS11-0051-OC
DIRECTOR OF ECONOMIC

OUR OFFICE IS LOCATED AT:

155 Cottage Street NE, U130
Salem, OR 97301
503-378-3622

Director of Economic Analysis/State Economist Supplemental Questionnaire

Your application materials, including your answers to the below "Supplemental Questions," will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in the work experience section of your application. Résumés (text or attached) will not be reviewed to verify work history unless clearly stated in the job posting. Only those individuals who most closely match the desired attributes will be invited to an interview.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.

Transcripts must be from accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Court System; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

*** 1. Which of the following best describes your highest related level of education?**

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above

*** 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper**

division (300 level or higher) credit hours have you completed?
Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, select N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours
- 28 Quarter hours/19 Semester hours
- 32 Quarter hours/21 Semester hours
- 36 Quarter hours/24 Semester hours
- 40 Quarter hours/27 Semester hours
- 44 Quarter hours/29 Semester hours
- 45-68 Quarter hours /30-45 Semester hours
- 69-95 Quarter hours /46-63 Semester hours
- 96-143 Quarter hours /64-95 Semester hours
- 144-191 Quarter hours /96-127 Semester hours
- 192-239 Quarter hours /128-159 Semester hours
- 240 or more Quarter hours /160 or more Semester hours

* 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your **upper division (300 or higher)** coursework. If you did not, enter N/A.

* 4. Which of the following best describes the **focus of your degree**?

- Economics
- Business Administration
- Public Administration
- Other Related Degree
- My degree is not related
- I do not have a degree

* 5. If you selected "Other Related Degree" in question 2, please identify the **focus of your degree**. If you did not, enter N/A.

* 6. Which of the following best describes your level of management experience in public or private organization which included responsibility for ALL of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation? **NOTE: If you have part-time work experience, please select the answer that is equivalent to full time**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years

- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* Required Question