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| **Job Title**: | Senior Economist |
| **Reports To:** | Director |
| **Department** | Institute for Applied Economics |
| **FLSA Status:** | Exempt |
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| **Summary:** | |
| The Senior Economist is a key member of the Institute of Applied Economics (IAE) Team, requiring a range of sophisticated skills, technical experience, and independent decision-making to support the economic and policy research and analysis agenda of the LAEDC Institute for Applied Economics. The Senior Economist Plans, designs, and conducts research to aid in interpreting economic relationships and in a solution to problems arising from production and distribution of goods and services. They will manage research projects and lead other members of the IAE staff under the direction of the Director, conducting applied economic research, analysis and report development, preparation and delivery. Duties will include both quantitative and qualitative analysis, as well as structuring and overseeing the delivery of critical research projects and supporting presentations. | |
| |  | | --- | | **LAEDC’s Culture** **of Inclusion** | | LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. Understanding that we, like the population we serve, come from all walks of life and are a stronger organization because of it, the LAEDC is committed to a culture that values and prioritizes diversity and free expression within its team. We are proud to be an equal opportunity employer that stays true both to our roots here in Los Angeles County and to our mission by ensuring that anyone, regardless of one’s background, origin, orientation, or station in life, and other characteristics that make our employees unique, can find a home at the LAEDC with our team. | | |
| **Duties** | |
| * Design and conduct cost-effective and profitable economic research and analysis for government, private, education and nonprofit clients. * Develop and maintain economic, statistical and machine learning models for economic forecasting and other economic and policy analysis * Oversee data compilation, analysis and reporting from credible sources including public and private sources as needed. Develop appropriate methods for the efficient storage of, and access to, such data. * Utilize big data tools and sophisticated techniques that allow more flexibility in researching complex data relationships. SQL, Python, R, skills preferred keys to success in this role. * Manage, from inception to draft delivery, economic and public policy research projects, including data collection, statistical analysis and applied economic analysis * Design and implement research agendas from start to finish with input from other IAE members as needed * Design and estimation of economic and fiscal impact evaluations. * Continually develop expertise in regional analysis, specifically economic impact analysis, including staying abreast of the newest tools, platforms, and software of the trade to improve products offered by the Institute * Project management from proposal through delivery to ensure timely delivery of projects in good form. * Give presentations, provide testimony and conduct “on-the-record” press interviews, as appropriate. * Monitor current events and economic policy developments in the region * Direct efforts of department economists and analysts as needed. * Detailed and disciplined in checking accuracy of work. * Deliver written analyses as needed with minimal to no supervision * Ability to work on multiple priorities at once. * Strong commitment towards teamwork and knowledge sharing. * Ensure all activities support the LAEDC’s mission, goals and objectives. | |
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| **Competency:** | |
| To perform the job successfully, an individual should demonstrate the following competencies:  Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs and automates work flows and procedures.  Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.  Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.  Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.  Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.  Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention  Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.  Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks and offers help when needed  Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. | |
| **Qualifications:** | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  **Education/Experience:** Master’s degree (M.A. or M.S.) from college or university; five to ten years related experience and/or training; or equivalent combination of education and experience.  **Language Ability:**  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.  **Math Ability:**  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.  **Reasoning Ability:**  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.  **Computer Skills:**  To perform this job successfully, an individual should have knowledge of Statistical software; Word Processing software; Spreadsheet software; Internet software; Database software and Contact Management systems. SQL, Python, R, STATA, EViews skills preferred. Experience with REMI a plus.  **Certificates and Licenses:** N/A  **Qualified Applicants:** The LAEDC will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local Fair chance laws including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance (FCIHO). The LAEDC is an Equal Opportunity Employer. For further information about LAEDC, please visit our website at [www.laedc.org](http://www.laedc.org) | |
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| **Work Environment:** | |
| This position will operate in a hybrid schedule. The employee will base work from the home office 40% of the work week, and additional time as needed with the option to work remotely on the remaining time. Employees are required to reside in the Los Angeles County Region. The organization will continue to assess the hybrid environment and adjust to meet programmatic needs accordingly.  The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. | |
| **Physical Demands:** | |
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms. | |

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.***

*Employee Signature Date*

*Supervisor Signature Date*