

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Labor Analyst 3		Class Code: 001CA3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 7-19-13
	Summary: Incumbent collects, compiles, edits and analyzes a variety of labor market and economic data. Incumbent may provide regional expertise to agency units, Workforce Investment Boards, Regional Workforce Boards, regional operators, service providers, curriculum developers and government employment and training programs. Incumbent may facilitate regional business activities to attract new business into the region or enhance the information available to the workers and workforce service providers of the region.		

Duties:

- Responds to requests for labor market information from economic developers, regional operators, Workforce Investment Boards, Regional Workforce Boards, service providers, educators and the general public;
- Provides information on wages, employment, unemployment demographics, labor pool, occupational shortages, projections and other regional labor force and market trends;
- Answers questions through telephone calls, personal visits and group meetings concerning labor market figures and determines what figures would be most useful for their specific purposes;
- Instructs users on various labor market information publications, available data and websites;
- Conducts continuous surveillance of trends and conditions in a specific area of labor market;
- Uses software programs such as spreadsheet, database and GIS applications for organizing and analyzing data. May also use program-specific software provided by the Bureau of Labor Statistics to enter, edit and compile employer administrative or survey data;
- Contacts employers by telephone, in person and through correspondence in order to obtain their participation and cooperation in manpower reporting and assisting them in the interpretation of data requirements related to various manpower and affirmative action programs;
- Compiles, analyzes and interprets information collected from employers and prepares and edits narrative and statistical reports on a monthly, quarterly and yearly basis;
- Writes and assists in preparation of periodic publications of labor market information such as the Labor Market Review or other annual or quarterly data summaries;
- Works closely with community organizations throughout the state such as Chambers of Commerce, economic development organizations, government agencies, schools and planners in providing them with requested labor market data and predictions;
- Performs related duties as required.

Job Requirements:

- Considerable knowledge of all areas of the labor market, terms and procedures and related federal laws and regulations;
- Specialized knowledge of multiple labor market reporting programs and related laws and regulations such as the Occupational Employment Statistics program, Local Area Unemployment Statistics, Current Employment Statistics and Quarterly Census of Employment and Wages;
- Working knowledge of multiple sources of demographic data such as Census Bureau, Stats Indiana and Bureau of Economic Analysis;
- Working knowledge of research, design, spreadsheet and database tools used in data manipulation and summarization and of document and presentation software;
- Working knowledge of organization of various businesses and manufacturers;
- Working knowledge of mathematics, economics, statistics and business practices;
- Ability to write and convey personally in formal and informal settings, narrative and graphic reports and publications;
- Ability to develop working relationships and communicate effectively with a variety of employers and community organizations.

Difficulty of Work:

Incumbent follows prescribed procedures and statistical methods in compiling and processing data and forecasting trends. Guidelines are received from Department of Labor and from supervisor for manipulation of data. Incumbent utilizes standard methods of compiling the data but must evaluate conflicting results for a variety of reports and publications used throughout the state, as well as nationally. Incumbent must use extensive judgment in accurately interpreting data for community organizations in determining appropriate guidelines and procedures to follow and in furnishing employers and the public with the most appropriate data.

Responsibility:

Incumbent may function independently within one program area generating and furnishing related information on the labor market, or serve as a regional analyst, providing and interpreting data from a variety of data sources. General instructions may be received from supervisor indicating the needs and uses that will be made of final project results. Reports and publications developed by incumbent are utilized by economists, employers, planners, educators, administrators and the public. Incumbent may have final authority over employment reports provided to end users.

Personal Work Relationships:

Work is normally performed with members of same agency to coordinate tasks and to compare interpretations of data. Incumbent may work with other agencies and members of the local business community to collect and compile necessary data and advises their staff members on statistical procedures and data collection methods. Incumbent also works with representatives of the public to collect and disseminate information.