JOB TYPE: Full Time/SES

POSITION LOCATION: Tallahassee

www.floridajobs.org/

APPLY

The Florida Department of Economic Opportunity (DEO) promotes and facilitates economic, community and workforce development for all Floridians. DEO is working with our partners to implement policies that grow the number of jobs, businesses and tourists coming into the state. Our vision is for Florida to have the nation’s top performing economy and be recognized as the world’s best place to live, learn, play, work and do business.

As a condition of pre-employment eligibility, a Level 2 security background screening is required, which consists of fingerprinting and a check of local, state and national law enforcement records.

TO BE CONSIDERED FOR THIS POSITION, RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED AND MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION

The incumbent in this position supervises a group of economists and researchers in the Research and Economic Analysis unit by overseeing and assisting in the direction of labor market, economic, and census data analysis in addition to preparing economic impact analyses, monthly press releases, Frequently Asked Questions, labor supply analysis, labor market area profiles and industry profiles, housing statistics, Help Wanted On Line, vacancy surveys, minimum wage, and PowerPoint presentations.

YOU MUST HAVE THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of statistical methods and economic principles.
- Knowledge of basic management principles and practices.
- Ability to supervise people.
- Ability to determine work priorities, assign work, and ensure proper completion of work assignments.
- Ability to write technical reports using plain English.
- Ability to design research studies.
- Ability to collect, evaluate and analyze data using statistics and analytical software package such as R, Tableau, IMPLAN, SQL or GRETL.
- Ability to work independently.
- Ability to plan, organize and coordinate projects.
- Ability to establish and maintain effective working relationship with others and work effectively as part of a team.
- Working knowledge/experience using Microsoft applications which include Word, Excel and Power Point.

THE HIRED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING

- Performs labor market, economic, and census statistical analysis. Remains current on statistical methods and procedures. Maintains statistical standards of reliability.
- Assists in the direction, design, and analysis of statistically valid surveys. Remains current on national and state economic/labor market conditions.
- Assists in the direction and preparation of PowerPoint presentations, economic impact analysis, ad-hoc employer surveys, job vacancy surveys, green jobs analysis, state and area press releases, and the state Census Data Center. Responds to requests for information via e-mail, phone, mail, etc.
- Supervises staff and assists with the analysis and dissemination of labor market and Census data. Assists in training and evaluating of staff, and assigns workload, determines priorities, and meets all assigned deadlines. Prioritizes projects for staff and reviews and edits staff work prior to finalizing.
- Assists in the direction of the production of labor market analysis reports.
PREFERENCE WILL BE GIVEN TO THOSE APPLICANTS THAT HAVE THE FOLLOWING QUALIFICATIONS

- Master’s or Bachelor’s degree in Economics, Statistics, Mathematics or related fields.
- One-year work experience in economic or statistical analysis.
- One-year supervisory experience.
- One-year work experience using SQL, R, Tableau, IMPLAN or GRETL software.
- Experience managing and organizing projects.

ADDITIONAL INFORMATION
This position’s advertisement may also be viewed by registering on the Employ Florida website at http://www.employflorida.com/.

The Florida Department of Economic Opportunity is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. (TTY/TDD 1-800-955-8771 or the Florida Relay Service – 711.)

If you think you have been subjected to unlawful discrimination, you may file a complaint within 180 days from the date of the alleged violation with either the recipient’s Equal Opportunity Officer, or the Director, Civil Rights Center:

- Equal Opportunity Officer, Department of Economic Opportunity, Caldwell Building – MSC 150, 107 East Madison Street, Tallahassee, FL 32399-4129; or
- Direct, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

At DEO, we salute our heroes. We are honored to have the opportunity to support our nation’s veterans and their family members by encouraging them to apply for positions at DEO that fit their skill sets. Let DEO’s mission become yours.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Nearest Major Market: Tallahassee

APPLY