

DIRECTOR OF BUDGET STUDIES AND ECONOMIC RESEARCH (COMPTROLLER)

Duties and Responsibilities

This is a managerial class of positions assisting the Comptroller and the executive management in the execution of Office of the Comptroller's Charter mandated duties as related to the City budget and other financial matters.

The Director of Budget Studies and Economic Research oversees preparation of economic and revenue forecasts for Charter-mandated reports on the Mayor's budget assumptions, and contributes to those reports and to the annual Comprehensive Annual Financial Report (CAFR); provides timely briefings to the Comptroller and the executive staff on economic and fiscal developments; develops policy-relevant research topics; and oversees production of reports, policy briefs, white papers etc. and recommends policy positions on legislative, regulatory and other initiatives;

May act as the Chief Economist and conducts analysis of the local, national, and global economies, oversees revenue forecasting, and provides analysis of city revenue policy and operational matters, and provides the comptroller with confidential analyses and advice on the above and related matters; supervises analysts/economists engaged in analysis of local economic trends, including developments in labor, real estate and financial markets.

Studies existing programs, policies and budgets of assigned city agencies' and monitor changes; assess the impact of policy changes on budget areas; assess cost-effectiveness of programs; perform timely financial analyses and update spending and revenue forecasts.

Supervises and designs research projects using performance and financial indicators; develops data collection tools to analyze large data sets and review findings and inform on trends; reports research findings and composes topical reports and presentations; tracks status of key legislative developments with focus on local fiscal impact and provide briefings on developing issues; reviews state and federal budgets to assess impact on and interaction with the City's budget.

DIRECTOR OF BUDGET STUDIES AND ECONOMIC RESEARCH
(COMPTROLLER) (continued)

Qualification Requirements

1. A master's degree in economics or a related field, and four (4) years of satisfactory full-time experience in economic and/or revenue analysis and forecasting, of which at least 18 months must have been in an executive, administrative, supervisory, or managerial capacity; or,
2. Education and/or experience which is equivalent to "1" above; however, all candidates must possess at least 18 months of experience in an executive, administrative, supervisory, or managerial capacity in economic and/or revenue analysis and forecasting.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.