

LABOR MARKET ANALYST

NATURE OF WORK

Work of this class involves the collection, compilation, analysis and reporting of labor market information.

Employees serve as labor market analyst for a geographical area of the state or work in the state office with responsibilities for obtaining and evaluating information pertaining to manpower utilization. Work involves compiling analyzing, editing and reporting data on employment, unemployment skill surveys of labor requirements and training needs; and other related studies, including labor availability, commuting patterns, wage rates and fringe benefits. Assignments may involve personal contact with officials of industry and government, community groups and with other organizations concerned with the state's industrial development. Work is often performed independently in accordance with established programs rules and regulations and is reviewed through periodic conferences with supervisors and by evaluation of written reports.

ILLUSTRATIVE EXAMPLES OF WORK

Assembles and interprets information relating to labor market conditions and developments in assigned areas.

Conducts occupational skill studies in assigned firms; interviews management officials to ascertain correct and future skilled and technical manpower requirements and training needs.

Assists Individual local office managers in proper reporting procedures and in training local office personnel in these procedures.

Prepares and describes newsletters in assigned labor market areas.

Directs interviewers in the collections compilation, and presentation of specific statistical data pertaining to labor market conditions within a particular community; organizes materials into narrative and graphic form.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

General knowledge of industrial and labor conditions in the state.

Some knowledge of labor and employment laws of North Carolina.

Some knowledge of research techniques.

Ability to analyze raw data, determine its value, make observations and applications and draw conclusions and prepare summaries from such data.

Ability to prepare clear and concise reports both orally and in writing.

Ability to establish and maintain effective public contacts.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university and either one year of experience in the collection, compilation, and reporting of employment data or two years experience In the application of occupational and employment techniques and practices; or an equivalent combination of training and experience.

ACCEPTABLE TRAINING AND EXPERIENCE FOR A TRAINEE APPOINTMENT - Graduation from a four-year college or university.