

TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER  
SID MILLER

POSTING #15-425-1

RESEARCH SPECIALIST

CLASSIFICATION TITLE: Economist II  
CLASSIFICATION NO: 0642  
LOCATION: Austin

SALARY: B20, \$3,900-\$4,250.00/MO.  
FLSA: Exempt

**JOB OBJECTIVE:** Perform technical work in the planning, development and implementation of the Texas Department of Agriculture's (TDA) Commodity Reporting and Market News programs. Provide consultative and technical services to include economic and statistical analysis to TDA's executive staff, other divisions, governmental agencies and the public.

**ESSENTIAL DUTIES:**

1. Research and prepare detailed economic and statistical analysis of market news.
2. Provide market news, statistical and economic information directly to TDA executive staff, Communications and Trade & Business Development staff for development or enhancement of speeches, presentations and relevant communication with the public.
3. Provide economic and statistical information and analysis for use when recruiting business prospects to Texas and for use with international delegations interested in Texas agriculture and trade relations.
4. Identify significant current events and market developments that may affect Texas agriculture and provide an impact analysis of those events to TDA senior staff.
5. Collect, analyze and compile market news reports on a daily basis and broadcast information to appropriate entities.
6. Prepare a weekly market summary report for dissemination to the media, industry representatives and TDA staff.
7. Prepare and distribute a detailed daily market summary report, including analysis and commentary, to TDA staff and others.
8. Prepare, disseminate and analyze results of surveys related to Marketing and International Trade programs.
9. Serve as a liaison for Market News functions. Provide technical and administrative training to Market News reporters as needed. Oversee the activities of contract market news reporters and work with USDA to ensure reporters are trained and that sales are reported accurately.
10. Work with division staff, United States Department of Agriculture Market News Service staff, auction sale owners and others to obtain livestock market news information and post to the agency website.
11. Work with division and TDA purchasing staff to develop and requests for bids and contracts for livestock market news reporters. Track the performance of contract market news reporters including time and sales reported and review all paperwork and invoices submitted for work performed. Approve invoices for payment.
12. Adhere to established work schedule with regular attendance.
13. Follow all TDA safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

14. Participate and/or serve in a support role during emergency and/or disaster response/recovery situations.
15. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university (one year work experience related to the essential duties may be substituted for one year of college);
- Minimum three years work experience in the livestock or other agriculture production sectors;
- Work experience preparing economic and statistical analysis and reports;
- Valid Texas driver's license and an acceptable driving record; and
- Required to travel up to 10% of the work period.

**PREFER:**

- Work experience coordinating the workflow of others.

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**KNOWLEDGE, SKILLS AND ABILITIES CONTINUED:**

- Working knowledge of the agricultural industry;
- Knowledge of economic principles, techniques and procedures;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Effective critical thinking skills;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to establish goals and objectives and to devise solutions to problems;
- Ability to develop and evaluate policies and procedures, analyze facts and devise solutions to problems relating to the market news program;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**PREFER:**

- Bilingual speaking ability in both English and Spanish.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment, mostly sedentary in nature. May involve walking; standing; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 50 pounds. May involve travel, occasionally overnight to Texas agricultural locations, such as auction barns and livestock export pens. Involves working outdoors and exposure to extreme temperatures. Involves working alternate/extended work schedules to include evenings and weekends and/or alternate locations; working in the field for extended periods of time and enduring adverse conditions, as needed.

***A skills exercise will be conducted at the time of the interview.***

The Texas Department of Agriculture is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at 512-463-7648. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, TDA may conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

Website: [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov)

Email: [TDAJobs@TexasAgriculture.gov](mailto:TDAJobs@TexasAgriculture.gov)

TDA participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

[\\* E-Verify Participation Poster \(English\)](#)

[\\* E-Verify Participation Poster \(Spanish\)](#)

[\\* Right to Work Poster \(English\)](#)

[\\* Right to Work Poster \(Spanish\)](#)

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To apply for this position, please complete the electronic State of Texas Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com) or submit a State of Texas Application for Employment to TDA, Attention Human Resources, P.O. Box 12847, Austin, Texas, 78711-2847, or by fax at (512) 800-1574, or in person at 1700 North Congress Ave., 11<sup>th</sup> Floor Reception Desk, Austin, Texas, 78701, or by email to [TDAJobs@TexasAgriculture.gov](mailto:TDAJobs@TexasAgriculture.gov).