



PORT HOUSTON
THE INTERNATIONAL PORT OF TEXAS™

Economic Analyst PORT HOUSTON JOB DESCRIPTION

Department: Research & Forecasting
Reports To: Chief Commercial Officer
FLSA Classification: Exempt
Grade: D

Position Summary:

Supports the Commercial division by identifying, researching, organizing, developing, and managing a variety of business development and proposal activities with data, research and analysis. Collaborates with leadership and team members to achieve revenue, growth, and probability of win-win targets.

Key Responsibilities/Duties:

- Design, execute, and customize qualitative and quantitative economic and market analyses and forecasts
- Track pricing and trends for key commodities based on Port Houston data and provide timely and accurate reports to internal stakeholders
- Gather data from outside sources to identify and monitor market and economic conditions relevant to the maritime industry to help identify national and global trends
- Provide timely economic and market research and analyses to assist Port Houston in maintaining a competitive market advantage
- Develop and use additional decision support tools to assist in Port Houston's strategic planning, business planning, capital planning, financial planning and performance measurement, to advance its strategic vision and guide investment and policy choices
- Provide guidance and assistance to business lines on forecasting issues, business planning, and long-term trends in the economy affecting their respective businesses
- Provide regular and timely advice to executive leadership on economic and market issues and their possible implications for Port Houston
- Develop models and generate forecasts for Port Houston and the Houston Ship Channel container, general cargo volumes using formal statistical techniques combined with data gathered from market research, internal data and external data to support budgeting and forecasting process
- Research and analyze economic and market trends and determine implications for various Port Houston business lines
- Manage inventory of all data, statistics, analyses and reports and ensure quality control
- Manage the preparation of and provide reports and presentations on the businesses of



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the Port Houston and the regional maritime economy for the region's stakeholders

- Act in accordance with Port Houston core values (respect, excellence, accountability, diligence, and you)
- Perform other duties as needed

Education/Experience:

- Bachelor's degree in Business Administration, Economics, Statistics, Mathematics or related major in a public or accredited private academic institution required
- 3+ years of related market analysis experience required

Knowledge, Skills, Abilities and Behaviors:

- Knowledge of local Economic Development community and industrial real estate markets
- Knowledge of Port of Houston
- Knowledge of time series analysis and forecasting techniques
- Analytical thinking, applied statistics and market research skills
- Organization and time management skills
- Problem-solving skills
- Interpersonal and communication skills
- Ability to use databases and Excel
- Ability to meet deadlines
- Ability to multitask
- Ability to think creatively
- Ability to summarize events and activities
- Ability gather information

Key Competencies Requires:

- Ability to Conceptualize
- Analytical Problem Solving
- Attention to Detail
- Collaboration
- Global Perspective
- Information Monitoring



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Working Conditions:

| Work Environment | Seldom or Never | Sometimes | Frequently or Often |
|--|-----------------|-----------|---------------------|
| Office or similar indoor environment | | | X |
| Outdoor environment | X | | |
| Heavy equipment environment (near moving vehicles) | X | | |
| Construction site | X | | |
| Confined space | X | | |
| Warehouse environment | X | | |
| Shop environment | X | | |
| Emergency Response situation | X | | |
| Exposures | Seldom or Never | Sometimes | Frequently or Often |
| Extreme cold (below 32 degrees) | X | | |
| Extreme heat (above 100 degrees) | X | | |
| Moving mechanical parts | X | | |
| Fumes or airborne particles | X | | |
| Toxic or caustic chemicals, substances waste | X | | |
| Loud noises (85+ decibels) | X | | |

Physical Demands:

Sedentary Work – Exerts up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

| Edited By | Date |
|---|------------|
| Original | 1/1/2012 |
| Segal Waters | 10/24/2016 |
| Alia O’Neill – added grade level | 7/11/2018 |
| John Moseley – reviewed & updated job description | 12/23/2020 |



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