

## **JOB DESCRIPTION**

### **Section 1 - Identifying Data**

09-OG-17

Position Number(s)	
Position Title	Interviewer/Survey Support
Incumbent	Vacant
Supervisor's Title	Project Supervisor
Supervisor's Position Number	2144
Department	Executive Council Office
Branch/Unit	Bureau of Statistics
Location	Whitehorse
Date Completed	December 1, 2007
Medical Clearance Required?	n/a
Security Clearance Required?	n/a

### **Section 2 - General Summary**

Under the general supervision of the Project Supervisor, this position conducts face-to-face or telephone data gathering activities by contacting households or individuals selected to participate in surveys. Survey data may be collected in CATI (Computer Assisted Telephone Interviewing) or occasionally in the traditional PAPI (paper and pencil) format. The position also provides survey support and other related duties.

### **Section 3 - Principal Duties and Responsibilities**

1. Conducts data gathering utilizing various methodologies/technologies such as physical observation, telephone interviewing, personal visit interviewing, transcription, computer terminal, mail or any combination thereof, ensuring that data collection materials are kept physically secure at all times and that confidentiality is maintained.
2. Enters into CATI (Computer Assisted Telephone Interviewing), an automated interviewer survey system, the data generated through the survey methodology must have a high degree of accuracy.
3. Performs initial quality control procedures (editing) by verifying their own work for completeness and accuracy to ensure that information is properly entered, that answers are consistent and there are no omissions.
4. Organizes and completes own work assignment as per instructions, by reviewing material to ensure sufficient material is available to conduct interview; arranging field assignments in the most efficient/economic manner; reviewing procedures/instructions pertinent to the survey being conducted; and collating various surveys as required

5. Develops and maintains productive and harmonious relations with selected respondents by informing them of the survey purpose, the utility of statistical information, tactfully soliciting the respondent's co-operation and by providing senior interviewers intelligence related to the respondent's disposition to the process.
6. Utilizes a variety of equipment and materials associated with the gathering of survey information, such as, GPS (Global Positioning System), GIS (Geographic Information Systems) and topographical maps, research & reference materials/manuals, computer, calculator, photocopier, telephone, tape recorders, motor vehicle, etc.

#### **Section 4 - Contacts**

- Contact with Operations Manager and Project Supervisor to exchange information and receive directions on work assignments
- Contact with the general public to collect data.

#### **Section 5 - Specific Accountabilities**

*Describe the expected **end results** of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?*

- Telephone or face-to-face interviews are made in a timely and courteous manner.
- Information collected will remain strictly confidential.
- Survey forms are completed accurately and legibly.
- Response and production rates will be average to high.

#### **Section 6 – Budget (if applicable)**

1. a) What is the Annual Budget for the unit under the direct control of the position? N/A

Fiscal Year  
 Annual Payroll  
 O&M Budget (excluding Payroll)  
 Capital Budget (excluding Payroll)  
 Revenues  
 Recoveries

- b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples. N/A
- 2. Describe other expenditures or revenues influenced by this position and how.  
N/A

### **Section 7 - Working Environment**

*Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.*

The incumbent will conduct interviews or other related duties in an office environment and/or in the field. Interviewers will be scheduled and expected to work a variety of different shifts. Due to the nature of the position, the incumbent may encounter reluctant respondents and field work that could occur during various types of weather and seasons.

**Section 8 - Signatures**

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

<p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
--	---

<p><b><u>Director of Human Resources:</u></b> (Comments)</p> <p>Director: _____</p> <p>Date: _____</p>	<p><b><u>Deputy Minister:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
--	---

**Section 9 – Organization Chart**

