

## SURVEY INTERVIEWER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2194	Survey Interviewer	04	215	6 mo.	09/29/93
3612	Survey Interviewer Supervisor	04	215	6 mo.	09/29/93

### *Promotional Line: 330*

#### Series Narrative

Employees in this series interview subjects to obtain desired information. Employees at the higher level of this series supervise the work of interviewers.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Survey Interviewer** **2194**

Employees at this level obtain data from subjects by means of interview. They work under direct supervision from a designated supervisor.

A Survey Interviewer typically –

1. with responsibility for obtaining and recording factual data, interviews survey subjects in accordance with detailed instructions concerning the kind of information to be obtained
2. identifies and resolves inconsistencies in interviewee's responses by means of appropriate questioning and/or explanation
3. explains survey objectives and procedures to interviewees, and interprets survey questions in order to assist interviewees to comprehend questions
4. identifies and reports problems encountered in obtaining valid data
5. performs related duties as assigned

##### **Level II: Survey Interviewer Supervisor** **3612**

Employees at this level are responsible for selecting, coordinating, and supervising the work of interviewers gathering information for sociological and/or psychological surveys.

A Survey Interviewer Supervisor typically –

1. edits questionnaires, determining the number of questions to be verified and checked for obvious error and interviewer bias
2. selects and assists in the training of interviewers
3. prepares training materials and assists in arranging training programs and agendas

- 4. evaluates interviewer performance and progress using established criteria
- 5. recommends retention or release of interviewers
- 6. assigns work to interviewers and provides assistance as needed
- 7. prepares field evaluation reports concerning the effectiveness of the interviewer and/or questionnaire
- 8. reviews and approves time and expense sheets for payment
- 9. maintains records and files on interviewers and interviews
- 10. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

**Level I: Survey Interviewer 2194**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. high school graduation

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. ability to solicit information from the public

**Level II: Survey Interviewer Supervisor 3612**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. high school graduation and four years of field interview work

or

university graduation and one year of field interview work

or

any combination of education and experience equaling four years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability

Survey Interviewer .....	Reinstated and Edited
Survey Interviewer Supervisor .....	Reinstated and Edited