

Public Service Resourcing System

Regional Geographer and Management Information Systems Analyst

Organization Name: Statistics Canada

Location: Vancouver (British Columbia)

Classification: EC - 03

Salary: \$59,756 to \$67,614

Closing Date: November 24, 2014 - 23:59, Pacific Time [Useful Information](#)

Reference Number: STC14J-011131-000106

Selection Process Number: 14-STC-EA-VAN-753095

Vacancies: 1

Employment Tenure: This is a full-time term position projected to begin February 2015 and end September 2016.

You must ensure that you select at least one employment type when submitting your application: [Employment Tenure](#)

Web site: For further information on the department, please visit [Statistics Canada](#)

Process Intent

The pool of qualified candidates established from this process may be used to staff similar positions for the 2016 Census.

Who Can Apply

[Useful Information](#)

- Persons residing or employed in Vancouver, BC and within a 75 kilometer radius of Vancouver, BC, within Canadian territory, extending to, amongst others, Sidney, Brackendale, Abbotsford, BC.

The distance between your residence or your employment location and the position location will be determined using data provided by the Natural Resources Canada's Geographical Names of Canada website. For information on how to use this website visit <http://www.jobs-emplois.gc.ca/centres/rd-ry-eng.htm>.

Citizenship

[Useful Information](#)

Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Statement of Merit Criteria and Conditions of Employment

Applicants who meet the following criteria will also be assessed against the [Statement of Merit Criteria and Conditions of Employment](#) for this position.

Essential Qualifications

Qualifications that are necessary for the work to be performed and that must be met in order for a person to be appointed.

Official Language Proficiency

[Useful Information](#)

English essential

Education

Useful Information

Graduation with a degree from a recognized university with acceptable specialization in economics, sociology or statistics.

Candidates must have a university degree. The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. An acceptable specialization must include at least 4 semester-based courses (or an equivalent of 2 year long courses) in one of the following: economics or sociology or statistics.

Note: The term "degree" refers to a baccalaureate or a higher level degree, as established by educational authorities.

Experience

Experience with one of the following software products: ArcInfo, ArcView, MapInfo or ArcEditor. Significant experience in Microsoft Office.

(Significant experience is defined as the depth and breadth of experience normally associated with full-time performance of duties for a minimum of two years.)

Asset Qualifications

Qualifications that are not essential to perform the work, but that would benefit the organization or enhance the work to be performed currently or in the future.

Experience

Experience working with MS Access databases.
Experience in the interpretation and production of Geographic Information System (GIS) maps.
Experience in the manipulation and analysis of data.
Experience in Statistics Canada's geographic and spatial concepts.
Experience in delivering training or information sessions.

Organizational Needs

Current or future needs that could enhance the way in which the organization operates or fulfills its mandate.

Other Organizational Needs

Employment equity may be used to address the under-representation of designated groups.

Conditions of Employment

Requirements that a person must meet or comply with for as long as they occupy the position.

Security and Reliability

Reliability Status security clearance

Other Conditions of Employment

Willing and able to work overtime, as required.
Willing and able to travel as required.

The above conditions of employment must be met before an appointment is made. All costs associated with meeting the conditions of employment are the candidate's responsibility. Candidates must meet and maintain the above conditions of employment throughout their employment.

Challenge

- Conducts delineation of census assigned studies to support Census operations for the assigned region for all collection activities. Identifies Local Census Office (LCO) boundaries; identifies operationally mailable areas. Receives, verifies, sorts and distributes collection maps to the field.
- Acts as the subject matter expert within the region for geography-related issues; resolves geo-coding and boundary issues; seeks solutions to atypical problems through consultation with the National Geographer; and provides briefings on the progress of studies/activities undertaken at the regional and local level.
- Receives and responds to queries from managers and staff such as the identification of LCO or Crew Leader District (CLD) boundaries.
- Provides backup assistance for distribution of operational planning reports which provide demographic, workload and staffing information for each Collection Unit organized by Crew Leaders (CL) and Field Operations Supervisor (FOS) District.
- Delivers training and/or information sessions on interpretation of MIS reports and geography concepts to managers.
- Participates in the evaluation and debriefing process of the Census operation in respect to geography and MIS.
- Responds to requests from RCC or LCOs for information and generates MIS Key Indicator Reports and MIS detailed reports dealing with various Census tasks including, but not limited to, Geospatial reports, Recruiting, Pay, NRFU, List/Leave, Collectives and Reserves.
- Analyzes MIS reports for LCO, RCC and Census Management and provides explanations on reporting processes as required; identifies inconsistencies and investigates and resolves problems; advises management and clients on the quality, reliability, nature and availability of data; and extracts data from MIS reports and KIRs to prepare customized reports, graphs, tables, charts using spreadsheets or databases.
- Accesses and utilizes the Collection Management system (CMP) and the MIS Portal to obtain the MIS data sought by various levels of Census management.

Information to be provided:

You must provide the following information when submitting your application:

- Your résumé.

Other Information (Notes)

You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter, and/or in answering online screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a cover letter or screening questions should be

supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

Depending on the requirements of the position(s) being staffed from this process, for current or future vacancies, any or all of the asset qualifications, operational requirements, and organizational needs may be applied at the time of staffing. Candidates may be contacted and assessed against these criteria at any time during this process.

Candidates must obtain the required pass mark for each qualification in order to be given further consideration in the selection process.

A random or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

A written exam may be administered.

Interviews will be conducted.

Reference checks will be conducted.

Applicants with disabilities: Should you require a technical aid or an alternative method of assessment to ensure an equitable assessment of your qualifications, please indicate so in your application.

Proof of education must be submitted at the interview.

Candidates with foreign credentials must provide proof of Canadian equivalency. Consult the Canadian Information Centre for International Credentials for further information at <http://www.cicic.ca/>

PLEASE NOTE: For this selection process, our intention is to communicate with applicants by e-mail for screening/assessment purposes (including issuing screening results, and sending invitations for written tests and interviews).

Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users.

Candidates will not be solicited for incomplete or possible missing information.

Internal reference contacts are not restricted to the list of names given by the candidate. The Selection Committee reserves the right to contact other references within the federal public service.

This process may be used to staff acting appointments for applicants internal to the Public Service.

The Public Service of Canada is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your needs for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

Some appointments of successful candidates will be made under the Statistics Canada Census and Survey Related Term Employment Exclusion Approval Order (EAO) and Regulations. Persons appointed under the EAO as a result of this process will be subject to the provisions of the Public Service Employment Act, with some exceptions, for example:

- Persons appointed under the EAO are not eligible to participate in internal appointment processes, unless the appointment process is to staff another position excluded under the EAO on an acting basis.
- Persons appointed under the EAO are not eligible for deployments, unless the deployment is to another position excluded under the EAO.
- You will not be eligible for indeterminate status as a result of your employment in the Census program.
- You will be entitled to seven days' notice if you are rejected on probation.

The client organization will accept applications on-line only.

All job applications must therefore be submitted through the Public Service Resourcing System.

Following are some of the benefits associated with applying on-line.

Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time.

Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.

Applicants can verify the status of their applications, at any time.

Applicants can be notified electronically of tests or interviews and results.

For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.

To submit an application on-line, please select the button "Apply Online" below.

Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

Your résumé must clearly demonstrate how you meet the requirements.

We thank all those who apply. Only those selected for further consideration will be contacted.

Questions regarding [travel and relocation](#).

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Date modified:2014-03-27