Workload Analysis At The Regional Offices

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Overview

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- Methods
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  - ✓ Region Activity Report
  - ✓ Office Activity Report
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  - ✓ Declaration of Regional Offices
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Introduction

The aim;

- *How many staff is needed in an organization?*

The reasons;

- Diversified surveys
- Wide range of sample size
- Number of regional offices

Overview

The requested information from Regional Offices to determine workload drivers

- Identifying daily workload trends
- Determining average times for routine tasks

Overview

Turkish Statistical Institute (TurkStat);

Central organization

- 19 departments
- ¼ of total staffs (3906)

Regional offices

- 26 regional offices
- ¾ of total staffs (3906)

Methods

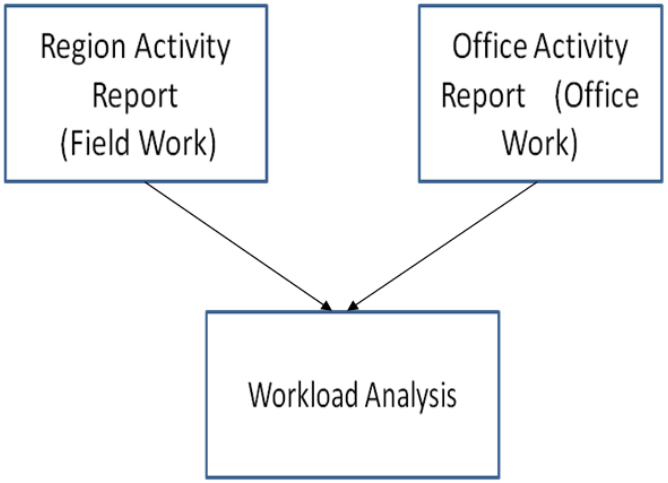
✓ Tools of Workload Calculations

How many staff do we need to carry out our surveys?

- Field work (man-days)
- Office work (man-days)

Special Computer Programs

- Region Activity Report
- Office Activity Report



Methods

✓ Region Activity Report

Names of Regional Offices	Study Name	Reference Period	Start Date	Finish Date	Questionnaire Number	Man*Day
BURSA	Labour Force Surv.	2015-June	29/06/2015	31/07/2015	710	165
KARS	Labour Force Surv.	2015-June	08/06/2015	03/07/2015	60	14
KAYSERİ	Labour Force Surv.	2015-June	06/07/2015	07/08/2015	300	71

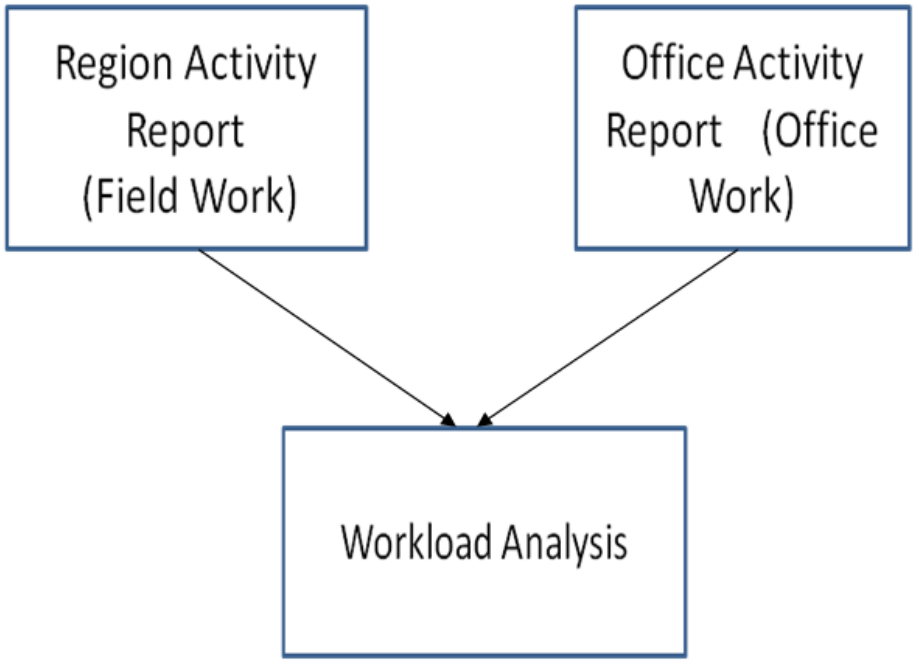
Methods

✓ Office Activity Report

Labour Force Survey	Names of Regional Offices		
Office Work Process	**BURSA**	**KARS**	**KAYSERİ**
Education (minute)	1200	950	986
Search and Organization (min.)	22.558	7.130	8.870
Calling Phone (min.)	8.564	6,550	6.696
Data Entering (min.)	3.810	2.236	2.420
Analysis (min.)	78.972	55.595	60.069
Meeting (min.)	9.365	4.658	4.450
E-mail sms (min.)	910	876	925
Reports (min.)	2.421	2.225	2.369
Total Time (min.)	127.800	80.220	86.785
Number of Questionnaire (min.)	710	430	480
Time per 1 Questionnaire (min.)	180	186.55	180.80
Number of Questionnaire per 1 Day	2.66	2.57	2.65

Methods

✓ **Sum of Region Activity Report and Office Activity Report**



Methods

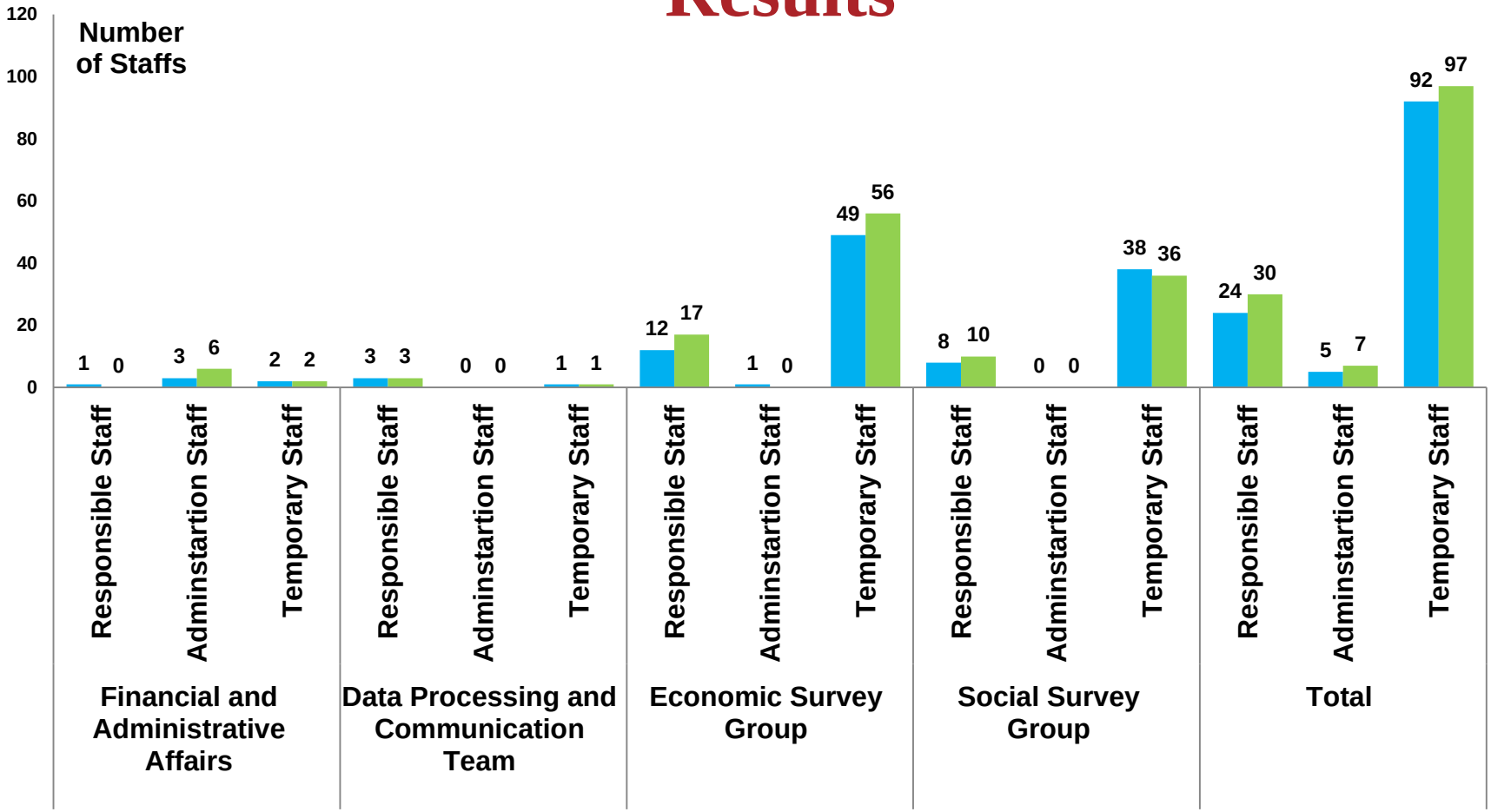
✓ Declaration of Regional Offices

How many questionnaire can be completed in a day including all the process information?

- The number of questionnaire form completed in a day
- Table fulfilled by group leaders in regional offices
- Comparisons done by central office

	Name of Surveys					
Name of Regional Officess (26 Office)	Labour Force Survey	Household Budget Survey (monthly diary keeping)	Annual economic statistical survey	Consumer price survey (number of item)	Survey of income and living consitions survey	Survey of Life Satisfaction
ADANA	4,00	0,31	6,00	160,00	2,00	3,00
ANKARA	3,75	0,31	13,00	130,00	1,30	2,50
ANTALYA	4,00	0,31	5,00	161,00	2,00	3,00
BALIKESİR	5,00	0,31	7,00	200,00	2,00	3,00
BURSA	5,00	0,31	8,00	120,00	2,00	3,00
DENİZLİ	4,00	0,31	5,00	170,00	2,00	3,00
DİYARBAKIR	5,00	0,28	8,00	150,00	1,50	3,00
EDİRNE	4,00	0,31	6,00	150,00	2,00	3,00
ERZURUM	5,00	0,31	5,00	150,00	2,00	3,00
GAZİANTEP	5,00	0,31	5,00	180,00	2,00	3,00
HATAY	6,00	0,31	6,00	150,00	1,70	3,00
İSTANBUL	5,00	0,31	8,00	150,00	2,00	3,00
İZMİR	3,50	0,31	6,00	135,00	1,30	2,00
KARS	4,00	0,31	5,00	215,00	2,00	3,00
KASTAMONU	3,50	0,31	7,00	150,00	1,50	2,00
KAYSERİ	4,00	0,31	7,00	160,00	2,00	3,00
KOCAELİ	4,00	0,31	5,00	160,00	2,00	3,00
KONYA	3,50	0,31	5,00	125,00	2,00	3,00
MALATYA	4,00	0,31	6,00	150,00	2,00	3,00
MANİSA	3,00	0,31	4,00	135,00	1,50	2,00
NEVŞEHİR	4,00	0,31	5,00	180,00	2,00	3,00
SAMSUN	3,35	0,31	8,00	150,00	1,30	2,50
SİİRT	3,20	0,31	5,00	140,00	2,00	3,00
TRABZON	4,00	0,31	5,00	125,00	2,00	3,00
VAN	4,00	0,31	7,00	160,00	2,00	3,00
ZONGULDAK	5,00	0,31	6,00	180,00	1,50	3,00

Results



Norm Staffing Graphs for Bursa Region in Turkey

Conclusions

- ✓ **Advantages in Terms of Human Resource Management**
  - To predict and adapt to current and future requirements
  - Improving performance of units
  - Developing recruitment policy
  - Identifying the needs of human resources

Conclusions

✓ **Advantages in Terms of Work Load Distribution and Effectiveness**

- Capacity for a better planning/monitoring system for field works
- Generating of manageable units
- Creating a base for cost analysis of surveys
- Employees' satisfaction level
- Sustaining equal workload between regional offices and to determine optimum personal number for every unit,
- Standard staff structure in Data Processing and Communication Team

THANK YOU..

Workshop on Human Resources Management and Training
Developing Capabilities For The Future

7-9 September 2016 Krakow/Poland