



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 18, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 44 FY 2010/2011 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 18, 2011.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 44
Fiscal Year: 2010/2011
Posted Date: March 11, 2011

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Final job specifications attached.)

Item #	Class/Title
1	6222 Deputy Sealer of Weights and Measures \$2,527 B \$3,072

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or-email her at Carmela.Villasica@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at:

<http://sfdhr.org/index.aspx?page=109>

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All Departmental Personnel Officers
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Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Deputy Sealer of Weights and Measures

Job Code: 6222

INTRODUCTION

Under the general direction of the Agricultural Commissioner/Sealer oversees the full implementation of weights and measures program inspections and investigations. The essential functions of this job include: Planning, organizing and monitoring program activities, state contracts/agreements, and supervising and reviewing the performance of inspectors. Responsible for applying weights and measures, agricultural and pesticide use enforcement principles, procedures and policies for the protection of public health and safety and consumer protection from fraudulent activities; conducting complex investigations that include surveillance, issuance of reports and advocating in administrative hearings; also, representing the department in the absence of the Commissioner/Sealer to the general public and representatives of the other agencies and public groups; and performs other related duties as required

DISTINGUISHING FEATURES

The Deputy Sealer of Weights and Measures is a professional class, mandated by the state. This position acts as the supervisor to a team of 6220 Inspector of Weights and Measure who are engaged in testing devices used for commercial weighing, metering and measuring, inspecting declared weights and volumes of packaged goods and commodity containers for conformity with state regulations and standards. Requires responsibility for: supervising the carrying out , interpreting and enforcing policies and procedure relative to inspectional activates and regularly contacting employees, merchants, business and other personnel in explaining and interpreting applicable laws, policies, rules and regulations, and the maintenance of records and the preparation of reports on inspectional activities.

SUPERVISION EXERCISED: Supervises class 6220 Inspector of Weight and Measure and support staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plan, organize and direct the weights & measures, agricultural and pesticide use activities on a daily basis.
2. Assign, supervise and monitor staff conducting inspections.
3. Review all inspection reports submitted by staff for correctness, completeness and appropriate enforcement.
4. Assist the community and businesses by explaining regulations and laws in order to obtain compliance.
5. Monitor the completion of contract work plans to be submitted for billing.
6. Review data being entered by staff to ensure accuracy of reporting.

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7. Interpret and disseminate regulatory codes and provisions to staff and the community in order to obtain compliance.
8. Conduct investigations and develop reports for administrative hearings or prosecution.
9. Participate and cooperate with State agencies during special investigatory activities or surveys.
10. Provide direction and support to clerical staff to assure completeness of invoicing for mandated registrations.
11. Compile and submit monthly and annual County activity reports to the Division of Measurement Standards.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of principles and theories related to weights and measures devices and instruments; principles and theories of agricultural and biological sciences; principles of administration, personnel management, supervision, training and staff development

Knowledge and the ability to apply principles of science, mathematic and established procedures in the enforcement of laws and regulations and rules relating to weights and measures and agriculture.

Ability to communicate and maintain effective relationships with colleagues, subordinates, stakeholders, state agencies, the general public and media; ability to write and speak effectively and make public presentations; ability to conduct investigations and act as a witness in hearings.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Bachelors of science from an accredited college or university with a major in physics, biology, agricultural sciences, entomology, plant pathology, chemistry or environmental science. **AND**
2. Three (3) years experience working as a weights and measures inspector/specialist and/or agricultural biologist/specialist.
3. Two (2) years experience supervising staff.

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LICENSE AND CERTIFICATION

Possession of the Deputy County Sealer of Weights and Measure license and at least six (6) of the eight (8) additional licenses, listed below, issued by the California Department of Food and Agriculture:

1. Weight verification (subcategory: weighing devices & weighmaster).
2. Measurement Verification (subcategory: measuring, devices, electric measuring devices, compressed gases).
3. Transaction and Product Verification (subcategories: quantity control of packaged commodities, petroleum products).
4. Pesticide Regulation.
5. Integrated Pest Management (subcategories: insect and disease pest management, vertebrate pest management, weed control, apiary regulation).
6. Investigation and Environmental Monitoring.
7. Commodity regulation.
8. Pest Prevention and Plant Regulation (subcategories: plant quarantine and pest detection, nursery and seed regulation).

PROMOTIVE LINES:

ORIGINATION DATE: 3/18/11

AMENDED DATE:

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN