NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

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

| Posting No:   | 61      |
| Fiscal Year:  | 2014/2015 |
| Posted Date:  | 05/04/2015 |
| Reposted Date:| N/A     |

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**
*(Job specification(s) attached.)*

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<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<td>6220</td>
<td>Inspector of Weights and Measures</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Inspector of Weights and Measures
Job Code: 6220

INTRODUCTION

Under general supervision, tests devices used for commercial weighing, metering and measuring; inspects declared weights and volumes of packaged goods and commodity containers for conformity with state regulations and standards; makes minor adjustments to bring weighing and measuring devices within accepted tolerances; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing policies and procedures relative to inspectional activities; regularly contacting employees, merchants, businessmen and other personnel in explaining and interpreting applicable laws, policies, rules and regulations; the maintenance of records and the preparation of reports on inspectional activities.

DISTINGUISHING FEATURES

The 6220 Inspector of Weights and Measures is distinguished from the 6222 Deputy Sealer of Weights and Measures because the latter typically supervises a team of 6220 Inspector of Weights and Measures employees engaged in testing devices for commercial weighing, metering and measuring, inspecting declared weights and volumes of packaged goods and commodity containers for conformity with state regulations and standards. The 6220 Inspector of Weights and Measures inspects and tests weighing and measuring devices, petroleum products, and packaged commodities for labeled content and retail price verification inspections.

SUPERVISION EXERCISED

None.

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. Conducts field investigations of complaints concerning illegal weights and measures practices reported by the general public or other agencies; evaluates evident violations and discusses appropriate action with superiors; initiates the processing of issuances of citations, prepares and issues Notice of Proposed Action reports and participates in subsequent hearings.

2. Reviews laboratory analyses of gasoline and motor oils for compliance with state specifications and to identify substitutions, dilution, adulteration and similar illegal practices; makes volumetric and weight tests of packages of food; confers with representatives of private firms concerning test findings; assists in establishing control weights for field tests of various products.

3. Inspects and tests apothecary balances, analytical balances; inspects gas-fuel delivery truck tanks, meters; inspects mechanical fabric measuring devices; makes field tests of a wide variety of measuring and weighing devices.

4. Consults with the general public on matters concerned with weights and measures enforcement; interprets actions taken by other inspectors and the steps necessary for approval of weights and measures devices.
Title: Inspector of Weights and Measures
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5. Inspects pre-packaged meats and frozen foods for net weight and proper labeling; checks tare weights and shrinkage allowances; determines probable cause of underweight packaging in order to recommend appropriate remedial or legal action.

6. Explains probable causes of underweight packaging to store personnel and suggests appropriate methods of determining tare weight and establishing shrinkage allowances schedules; advises businessmen-business owners on standardization procedures and controls to assure conformity with net weight requirements.

7. Investigates complaints of inaccurate net weights, labeling and advertising; issues warnings, Notice of Violation, or Notice of Proposed Action reports to business owner and citations to violator; makes covert "buys" for evidence as necessary.

8. Makes routine and special investigations of industrial scales; makes adjustments and minor repairs to such equipment; assists in the design and calibration of new testing equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires good knowledge of: the construction and operation of scales, meters and other measuring devices; state and local laws pertaining to weights and measures.

Requires ability to: note precise measures and quantities quickly and accurately; follow oral and written directions; use impartial judgment in choosing courses of action which will protect and cause least inconvenience to merchants; exercise a proper combination of courtesy and firmness in enforcing the laws and maintaining good public relations.

Knowledge of: weighing and measuring devices refers to the construction, maintenance, and operations of scales, meters, standards of weights and measures, and other devices used in field work in the market place; State and local laws pertaining to weights and measures as described in the Business and Professions Code and the California Administrative Code.

Ability to: inspect weighing and measuring devices to inspect and test weighing and measuring devices for accuracy within established tolerance limits and for compliance with specification and requirements; use proper investigative techniques to gather facts, analyze situations to note precise measures and quantities accurately and expediently, take appropriate enforcement actions; verbally communicate effectively with staff personnel, merchants, owners, and employees of business establishments, the general public, and others; express ideas clearly in a written format with correct grammatical form for daily inspection reports, investigative reports, notices of violation and citations; relate effectively to merchants, managers, and employees of business establishments and the general public, including the ability to suggest changes, handle complaints, turn down requests, and to deal with escalated and stressful situations; and lift and carry heavy weights.
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MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Requires completion of high school supplemented by at least one year of experience in the maintenance, repair or manufacture of scales, pumps, meters and similar measuring and weighing devices; or an equivalent combination of training and experience.

Requires possession of a valid state motor vehicle operator’s license

Education:

Experience:

License and Certification:

Possession of any two (2) of the required three (3) valid County Weights and Measures Inspector Licenses issued by the California Department of Food and Agriculture: 1) Weight Verification License; 2) Measurement Verification License; 3) Transaction and Product Verification License; AND

Possession of a valid California Driver License.

PROMOTIVE LINES

From: Original Entrance Exam
To: 6222 Deputy Sealer of Weights and Measures

ORIGINATION DATE:

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 SFMTA