NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: May 21, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 61 FY 14/15 (copy attached).

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective May 21, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

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
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.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<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.


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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; 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; 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 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.

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
Title: Inspector of Weights and Measures  
Job Code: 6220

5. Examines and tests weighing and measuring devices, including industrial scales, to
packaging in order to recommend appropriate remedial or legal action.
6. Explains probable causes of underweight packaging to store personnel and requires
appropriate methods of determining tare weight and establishing shrinkage allowances
schedules; advises 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; makes covert
"buys" for evidence as necessary.
8. Makes routine and special investigations of industrial scales; assists in the design and
calibration of new testing equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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.

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.

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.
Title: Inspector of Weights and Measures  
Job Code: 6220

PROMOTIVE LINES

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

ORIGINATION DATE:

AMENDED DATE: 5/21/2015

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