

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Weights & Measures

MAJOR AGENCIES:

Agriculture

SERIES NO.:

2125

EFFECTIVE DATE:

01/27/2013

SERIES PURPOSE:

The purpose of the weights & measures class occupation is to ensure the accuracy of measuring & weighing devices so consumer products agree with quantities specified at time of sale.

At the lowest level, incumbents operate fuel prover or heavy duty scale testing truck unit to test meters & scales for suitability, accuracy & compliance & to attend mandated training.

At the middle levels, incumbents independently test &/or calibrate measuring & weighing devices.

At the highest levels, incumbents act as a supervisor or administrator.

CLASS TITLE

Weights & Measures Trainee

CLASS NUMBER

21251

PAY RANGE

28

EFFECTIVE DATE

01/27/2013

CLASS CONCEPT:

The trainee level class works under immediate supervision & does not require any previous knowledge of Ohio weights & measures laws & packaging & labeling regulations, testing & inspection of metering, measuring & weighing devices & electronic & package checking devices in order to operate fuel prover or heavy duty scale testing truck unit to test meters & scales for suitability, accuracy & compliance with applicable state laws, rules & regulations & take appropriate action based upon test results & to complete training requirements established pursuant to Section 1327.50 (P) of revised code.

CLASS TITLE

Weights & Measures Inspector

CLASS NUMBER

21252

PAY RANGE

29

EFFECTIVE DATE

01/27/2013

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of Ohio weights & measures laws & packaging & labeling regulations, testing & inspection of metering, measuring & weighing devices & electronic & package checking devices in order to independently operate fuel prover or heavy duty scale testing truck unit to test meters & scales for accuracy, suitability & compliance, to take appropriate action based on test results & to independently perform special & normal tests on commercial weighing & testing equipment, tolerance testing & calibration of weights & measures standards.

CLASS TITLE

Weights & Measures Technologist

CLASS NUMBER

21253

PAY RANGE

30

EFFECTIVE DATE

01/01/1999

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of Ohio weights & measures laws & packaging & labeling regulations, testing & inspection of metering, measuring & weighing devices & electronic & package checking devices & national calibration standards for weights & measures devices in order to test & calibrate official & field standards of volume, mass & length in laboratory so traceability to national institute of standards & technology is maintained & to calibrate mass, length & volume standards used by county, city, state & large corporations in Ohio.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE DATE</u> |
|--|---------------------|------------------|-----------------------|
| Weights & Measures Inspection Supervisor | 21255 | 11 | 01/10/1999 |

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of Ohio weights & measure laws & packaging & labeling regulations, listing & inspection of metering, measuring & weighing devices & electronic & packaging checking devices & national calibration standards for weights & measuring devices in order to supervise weights & measures inspectors, trainees or technologists in performance of their duties & to provide advice, assistance & training to weights & measures officials in local jurisdictions.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE DATE</u> |
|---|---------------------|------------------|-----------------------|
| Weights & Measures Inspection Administrator | 21256 | 16 | 01/10/1999 |

CLASS CONCEPT:

The administrative level class works under general direction & requires thorough knowledge of agriculture or related field in order to plan, implement, evaluate, organize & administer Ohio laws pertaining to weights & measures, oversee status of state's primary standards of weights & measures & represent department at inter-state level & national meetings regarding weights & measures laws & supervise assigned managerial & supervisory personnel.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B.U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|----------------------------|---------------------|-------------|------------------|------------------|
| Weights & Measures Trainee | 21251 | 07 | 01/27/2013 | 28 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training and mentoring from higher level Weights & Measures Inspector to learn how to operate a fuel prover or heavy duty scale testing truck unit, tests meters & scales for suitability, accuracy & compliance with applicable state laws, rules & regulations & takes appropriate action based upon results of testing & inspection (e.g., approval, rejection for repair or condemnation for use) & attends training required pursuant to Section 1327.50(P) of revised code.

Advises & assists county & city weights & measures inspectors on related problems; appears in court as witness as required; assists in training inspectors in specific job areas.

Prepares & maintains reports related to testing of meters & scales conducted & related decisions/action taken; maintains & does some repairs of weights & measures equipment; performs other related tasks under direction (e.g., special or normal tests on commercial weighing & measuring equipment; assists in tolerance testing of weights & measures; assists in maintenance of state standards & equipment).

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics; Ohio weights & measures laws & packaging & labeling regulations*; testing & inspection of metering, measuring & weighing devices & electronic & package checking*; standards issued by national bureau of standards for weights & measures*; public relations. Skill in operating fuel provers or heavy duty scale testing truck for various weights & measures tests/inspections*; laboratory equipment to test & calibrate mass capacity, length & volume*. Ability to apply appropriate weighing, measuring &/or calibration tests/inspection, analyze results & take appropriate action; strength to lift 100 lbs. with weight varying depending upon task being performed.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic; 1 course or 3 mos. exp. in public relations; valid commercial driver's license.

-Or equivalent of Minimum Qualifications For Employment noted above.

Probationary period is 365 days.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must attend training sessions & participate in training courses established by director of Department Of Agriculture pursuant to Section 1327.50 (P) of revised code.

Employees who satisfy the first option of the minimum class qualifications for employment listed for Weights & Measures Inspector (21252), will automatically be reassigned to a Weights and Measures Inspector (21252), provided the employee has had satisfactory performance evaluations throughout the probationary period, has no active disciplinary action & has successfully completed all required training listed under Training & Development to Remain in the Classification After Employment for Weights & Measures Trainee. For purposes of this paragraph on reassignment, active disciplinary action shall not include oral or written reprimands

UNUSUAL WORKING CONDITIONS:

Requires travel, exposed to dangerous fumes, vapors &/or machinery; nonstandard work week.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B.U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|------------------------------|---------------------|-------------|------------------|------------------|
| Weights & Measures Inspector | 21252 | 07 | 01/272013 | 29 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently operates fuel prover or heavy duty scale testing truck unit, tests meters & scales for suitability, accuracy & compliance with applicable state laws, rules & regulations & takes appropriate action based on results of inspection & testing (i.e., approval, rejection for repair, condemnation for use) & independently performs other weights & measures tasks (e.g., conducts special & normal tests on commercial weighing & measuring equipment, tolerance testing & calibration of weights & measures standards such as field standards & weighing & measuring equipment for official use in law enforcement).

Advises county & city weights & measures inspectors on proper application of state laws, rules & regulations, national weights & measures standards concerning devices & package checking & proper procedures to obtain compliance; assists county & city jurisdictions in inspections & testing; appears in court as witness; trains state & local inspectors in appropriate test/inspection procedures of weighing & measuring devices; attends mandated training courses.

Performs other weights & measures related duties (e.g., maintains meter scale & package checking reports; maintains & repairs equipment).

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics which includes algebra; Ohio weights & measures laws & packaging & labeling regulations; testing & inspection of metering, measuring & weighing devices & electronic & package checking; standards issued by national bureau of standards for weights & measures; public relations. Skill in operating truck & provers or scale truck for various weights & measures tests/inspections. Ability to apply appropriate weighing & measuring tests/inspection, analyze results & take appropriate action; strength to lift 100 lbs. with weight varying depending upon task being performed.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 yr. as a Weights & Measures Trainee; valid commercial driver's license.

-Or 5 yrs. exp. in state weights & measures regulation; valid commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Successful completion of minimum training requirements established by director of Department Of Agriculture pursuant to Section 1327.50 (P) of revised code.

UNUSUAL WORKING CONDITIONS:

Nonstandard work week; requires travel; exposed to dangerous fumes, vapors &/or machinery.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B.U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------|---------------------|-------------|------------------|------------------|
| Weights & Measures Technologist | 21253 | 07 | 01/01/1999 | 30 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts laboratory procedures to evaluate, test &/or calibrate official & field standards of mass, volume & length & makes precise determination of mass, volume & length of large capacity scales, volumetric meters & small capacity scales as required by national institute of standards & technology, maintains laboratory measuring instruments as maximum operating efficiency in laboratory & maintains traceability with national institute of standards & technology through laboratory auditing programs.

Performs evaluations &/or calibration services for large corporations in state & writes report of tests conducted for certification of equipment submitted.

Prepares talks, reports, certificates & technical information on precise measurements & evaluations; answers inquiries from officials & private industry pertaining to tests &/or calibrations conducted; does daily scheduling of laboratory tests & calibrations by telephone.

MAJOR WORKER CHARACTERISTICS:

Knowledge of computer science, physics, agricultural science or mathematics; Ohio weights & measures laws & packaging & labeling regulations; testing & inspection of metering, measuring & weighing devices & electronic & package checking & metrology; standards issued by national institute of standards for weights & measures*; public relations. Skill in operating & maintaining laboratory equipment to test & calibrate mass capacity, length & volume*. Ability to apply appropriate calibration or test & make precise determination of mass, volume & length; write technical reports; strength to lift 10-100 lbs. with weight varying depending upon task being performed.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

5 yrs. exp. in science of weights & measures; must be able to provide own transportation.

-Or certified as metrologist by National Institute Of Standards & Technology, U.S. Department Of Commerce; must be able to provide own transportation.

-Or completion of undergraduate core program in mathematics, computer science, physics or agricultural science; must be able to provide own transportation.

-Or completion of undergraduate core program in mathematics, computer science, physics or agricultural engineering.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Successful completion of certification training for metrologists &/or type evaluation technicians offered by National Institute Of Standards & Technology, U.S. Department Of Commerce.

UNUSUAL WORKING CONDITIONS:

Not applicable.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B.U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|--|---------------------|-------------|------------------|------------------|
| Weights & Measures Inspection Supervisor | 21255 | 22 | 01/10/1999 | 11 |

EFFECTIVE DATE

01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises weights & measures inspectors in assigned geographical region of state or weights & measures technologists in laboratory & provides advice, assistance & training to weights & measures officials in local jurisdictions.

Tests packaged items to assure quantities agree with contents recorded on label & issues stop-sale, hold or removal orders when labeling is incorrect, or tests & calibrates office & field standards of mass capacity & length & determines mass, volume & length of large capacity scales, volumetric meters & small capacity scales; weighs & measures contents of official samples of prepackaged merchandise; conducts tests on commercial weighing & measuring equipment; maintains laboratory measuring instruments at maximum operating efficiency in laboratory.

Assists & advises state, county & city weights & measures inspectors; appears in court as witness; attends special training courses; prepares talks & technical information on precise measurements; answers inquiries regarding laboratory activities; investigates complaints from individuals, businesses & state & local weights & measures officials & takes appropriate action.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; mathematics which includes algebra; Ohio weights & measures laws & packages & labeling regulations; testing & inspection of metering, measuring & weighing devices & electronic & package checking or metrology; standards issued by national institute of standards & technology for weights & measures; public relations. Skill in operating laboratory equipment to test & calibrate mass capacity, length & volume. Ability to apply appropriate weighing, measuring &/or calibration tests/inspection, analyzes results & take appropriate action; strength to lift 10-100 lbs. with weight varying depending upon task being performed.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Positions as supervisor over weights & measures inspectors, require 3 yrs. trg. or 3 yrs. exp. as weights & measures inspector, certified by National Institute Of Standards & Technology, U.S. Department Of Commerce, with state or county or city government or in private industry.

-Or 18 mos. exp. as Weights & Measures Inspector 2, 21252.

OR

Positions as supervisor over weights & measures technologists require 30 mos. trg. or 30 mos. exp. as metrologist certified by National Institute Of Standards & Technology, U.S. Department Of Commerce.

-Or 12 mos. exp. as Weights & Measures Technologist, 21253.

-Or alternative, equivalent evidence of the Minimum Class Qualifications For Employment noted above may be substituted for the education required, but not for the certification required.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

On call 24 hrs. day, 7 days per week; requires travel; exposed to dangerous fumes, vapors &/or machinery.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B.U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---|---------------------|-------------|------------------|------------------|
| Weights & Measures Inspection Administrator | 21256 | 22 | 01/10/1999 | 16 |

EFFECTIVE DATE:

01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, implements, evaluates, organizes & administers Ohio requirements regarding weights & measures as established in Chapters 1327, 901, 733 & 319 of revised code & by federal agencies (e.g., USDA, FDA, FTC, EPA & BATE), supervises assigned managerial & supervisory personnel engaged in laboratory metrology services, laboratory type evaluation services, license registration, field inspection & testing, rule review, policy development & services provided to local government jurisdictions, assigns work to subordinate management personnel, evaluates productivity of assigned subprograms & performance of managers, interviews job applicants for division positions & oversees labor relations, grievances & disciplinary matters as hearing officer for division.

Maintains & supervises technical field & clerical personnel; obtains & monitors budget, facilities, equipment & supplies; directs state, county, city inspections & testing of standards; monitors compliance of standards, facilities & equipment with federal & state requirements.

Represents department at inter-state & national conferences; attends meetings & seminars; researches, reviews & complies programmatic reports on device & consumer commodity issues; prepares & presents speeches to groups of all levels (e.g., industry representatives, legislators, federal officials, & other government officials).

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; supervisory principles & techniques; public relations; Ohio weights & measures laws & packages & labeling regulations; testing & inspection of metering, measuring & weighing devices & electronic & package checking or metrology; standards issued by national institute of standards & technology for weights & measures; mathematics; agriculture. Ability to analyze results & take appropriate action; resolve complaints from angry citizens & government officials; define problems, collect data establish facts & draw valid conclusions

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in agriculture, agronomy, entomology, animal science or related field; 3 yrs. of managerial or supervisory exp. & techniques.

-Or completion of undergraduate program core coursework in agriculture, agronomy, entomology, animal science or related field & 3 yrs. trg. or 3 yrs. exp. as weights & measures inspector with state or county or city government or in private industry.

-Or 5 yrs. trg. or 5 yrs. exp. as weights & measures inspector with state or county or city government or in private industry.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require overnight travel.