

**Measurement Standards Specialist II**  
**Essential Task Ratings Results**

Task #	Task Statement
1	Instruct or develop proper device testing procedures through classroom and field training which will provide guidance and oversight to county weights and measures officials and industry in the assigned region.
2	Provide training and technical expertise to State and county weights and measures officials regarding the interpretation of pertinent laws and regulations as required in the Business and Professions Code, including enforcement procedures and legal actions.
3	Coordinate inter-county and state/county training activities.
4	Update the existing Program's manuals commonly used by State and county weights and measures officials and industry representatives, including the Device Enforcement Program Manual, Training Module(s), Brochures/Information Guide(s), and other technical guides or procedures such as portions of the Citation Manual, Field Reference Manual, etc.
5	Evaluate county performance to determine the extent and type of training needed and make recommendations to administration.
6	Provide feedback and respond to complaints from consumers, industry and weights and measures officials using established procedures.
7	Assist with the coordination of multiple county inspections whenever violations or problems exist between and across county boundaries.
8	Meet with industry representatives to correct violations of weights and measures laws and provide current information on weights and measures requirements. Advocate and promote positive county enforcement through informational meetings with county officials and district attorneys and encourage proper enforcement techniques.
9	Investigate the design and operation of devices to ensure compliance with laws.
10	Communicate with and attend meetings with State weights and measures staff and county sealers and their deputies to disseminate and clarify State policy and procedures.
11	Cooperate and coordinate with federal, state and other agencies on program matters.
12	Investigate compliance levels of weighing and measuring devices statewide and in each county.

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13	Identify and propose needed changes in laws, rules, regulations, policies, and procedures.
14	Prepare reports concerning all areas of enforcement.
15	Assist in developing Examination Procedure Outlines for new commercial weighing and measuring devices to ensure protocol is being followed.
16	Maintain a daily activity log, time sheets, fill out travel documents, calendar, and other items as needed.
17	Assist with investigations.
18	Test and calibrate measuring devices on a contract basis.
19	Train and instruct Measurement Standards Specialist Is.
20	Perform difficult technical analyses, tests and inspections of electronic, electrical and mechanical weighing and measuring instructions and the development and maintenance of State standards for these devices.
21	Operate a scientific calculator to estimate and check measurement results and as a general supplement to a computer.
22	Operate computer using computer software programs to document and track projects, design control charts and manage data for type evaluation processes and database applications, use spreadsheets to model and analyze measurement equations and evaluate data to obtain measurement results.
23	General physical labor associated with testing or inspecting weighing and measuring devices and standards.