

**Principal State Metrologist**  
*Knowledge, Skill, Ability, and Personal Characteristic Statements*  
*Rating Results*

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K01	Principles, materials, and methods of scientific measurement as it applies to legal metrology.
K02	Provisions of the Business and Professions Code and the California Code of Regulations (CCR) relating to the application and use of weighing and measuring standards.
K03	Principles of design, development, and application of weighing and measuring standards, and test equipment related thereto.
K04	National and international standards for weighing and measuring applications.
K05	Purposes, organization, and relationships of commercial, national, international, and scientific organizations involved in the measurement sciences related to weighing and measuring standards, devices and test equipment.
K06	Principles and practices of personnel administration, supervision, and management.
K07	Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
K08	Administrative and procedural activities relating to laboratory quality assurance and quality control.
K09	Office management principles, methods, procedures to complete work assignments.
K10	Basic arithmetic techniques (e.g., addition, subtraction, multiplication, percentages, fractions) to analyze numerical data.
K11	Statistical analysis techniques (e.g., mean, medium, mode) to formulate conclusions and recommendations.
K12	Principles and application of physics relating to the testing of standards and devices.
K13	Basic algebra and geometry for the calculation and analysis of standards.
K14	Quality assurance and quality control procedures.
K15	Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

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K16	Supervisory principles, practices, and techniques to oversee the work activities of employees to ensure the unit/branch operates effectively and complies with all applicable law.
K17	Word processing software to prepare and format written documents.
K18	Spreadsheet software to organize and display data.
K19	Organize, direct and evaluate technical measurement systems for legal metrology.
K20	Research and data gathering techniques (e.g, computer assisted) to compile information and projects and assignments.
A01	Consult with scientific, professional, and governmental personnel relating to weights and measures.
A02	Maintain effective liaison with programs, personnel, agencies, and organizations involved in the work.
A03	Analyze situations and take timely and effective action.
A04	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
A05	Evaluate new technical designs for standards (mass, volume, temperature, length, time, etc.)
A06	Write correspondence (e.g., letters, memos, email) to communicate with various audiences effectively.
A07	Maintain accuracy and attention to detail when completing multiple assignments.
A08	Write detailed and specific procedures and processes outlining the steps to follow in completing departmental, program, and/or project tasks
A09	Identify and reconcile discrepancies in data and information pertaining to program/project activities.
A10	Exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
A11	Communicate effectively in person to staff, management, the public, and other interested parties.
A14	Maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments.
A15	Adapt to changes in priorities and assignments to address changing business needs.
A16	Work in a variety of environments, (e.g., laboratory, outdoors, extreme temperatures) in a safe manner.
A17	Effectively manage time with multiple assignments and deadlines to ensure timely completion of projects.

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A18	Remain fair and unbiased when applying rules, regulations, and policies of State and federal programs.
A19	Use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
A20	Read and comprehend complex or technical information for application to relevant work and professional development.
A21	Ability to use spreadsheet software to create, compile, compute, organize, and present data and statistics for use in reports, departmental web pages, and other tracking activities.
A22	Ability to use database software to store, retrieve, and analyze data.
A23	Ability to use and operate a variety of basic office equipment (e.g., copiers, calculators, telephones, fax machines) in the course of completing assigned work tasks.
A24	Ability to provide leadership in accomplishing basic functions and objectives in assigned programs.
A25	Ability to foster respect for cultural, race, and gender diversity, as well as their individual differences amongst staff members.
A26	Ability to inspire confidence and effective working relationships with employees, managers, and leaders in government and industry to ensure the unit, operations, and activities run smoothly.
A27	Ability to monitor, track, and document employee performance using employee performance evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, quantity, and timeliness standards.
A28	Ability to coach and mentor staff to develop skills, improve staff performance, and promote career development.
A29	Ability to assign and delegate work to subordinate employees to ensure the unit/department operates effectively.
A30	Ability to establish priorities and manage the staff and resources necessary to maximize the productivity and/or effectiveness of the unit/branch.
A31	Ability to establish goals and objectives to ensure clarity and direction for the unit/branch.
A33	Ability to perform (long-term and short-term) planning of program activities to ensure the goals and objectives of the unit/branch are achieved.
A34	Ability to perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws.