



MEASUREMENT STANDARDS SPECIALIST III

Class Code: 0105 - Exam Code: 6FA36

Opening Date:	09/23/2016
Closing Date:	10/14/2016
Type of Examination:	Departmental Open
Salary:	\$4,293 - \$5,374
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Open/Statewide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Spot examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, October 14, 2016**.

- Standard State Application (STD. form 678) is available through the internet at <https://www.jobs.ca.gov>.
- All applications must include "to" and "from" dates (month/day/year) and time base.
Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).

HOW TO APPLY, CONTINUED

- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: **Suzanne Conrad**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: **Friday, October 14, 2016.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.

All applications must be received by the Final Filing Date, Friday, October 14, 2016. Mailed applications must be **POSTMARKED** no later than the Final Filing Date. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated the examination will be sometime in November or December 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Either I

One year of experience performing the duties of a Measurement Standards Specialist II in California state service.

Or II

Four years of increasingly responsible experience, one of which shall have been in a supervisory capacity, in either (1) the enforcement and administration of laws, rules, and regulations pertaining to weights and measures; or (2) the design, inspection, maintenance, installation or repair of weighing or measuring equipment or other precision instruments. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class at least equivalent in level to that of a Measurement Standards Specialist II.) (College education with major work in mathematics, chemistry, physics, engineering, physical science, electronics, criminal justice, business administration, or related fields may be substituted for a maximum of two years of the required non-supervisory experience on the basis of two years of education being equivalent to one year of experience.)

License Requirement: Possession of a valid Class 1 California driver license. (Candidates will be admitted to the examination without the license, but must obtain the license prior to the completion of the probationary period.)

POSITION DESCRIPTION

This is the supervisory level. Under direction, incumbent has (1) statewide responsibility for a specialized type of equipment; or (2) responsibility for multiple types of equipment in a major region of the State. In either of the above capacities, supervises, trains and directs staff in the assigned area engaged in testing and inspecting weighing and measuring instruments.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

Qualifications Appraisal Interview - Weighted 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Principles of algebra, geometry, statistics, electronics and engineering
2. Physical principles involved in the operation of weighing and measuring instruments
3. Analysis and application of electronic solid-state circuitry as applied to digital voltmeters, computers and electronic transducers
4. Test instruments commonly used with electronic equipment
5. Concepts, methodology, practices, and design principles involved in the construction, installation, operation, and inspection of mass, volumetric, and linear measuring instruments such as scales, meters, cordage measuring devices, and the calibration of instruments
6. Specifications and tolerances in the California Administrative Code applicable to these instruments
7. Physics as applied to weighing, measuring and electronic metering instruments
8. Principles and techniques of supervision and effective training
9. Applications of computers and microprocessors in commercial weighing and measuring devices
10. Principles of effective personnel management, supervision, and training
11. A 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

Ability to:

1. Communicate effectively at a level required for successful job performance
2. Interpret and apply weights and measures laws and regulations relating to weighing and measuring instruments
3. Determine the sufficiency and validity of evidence to prosecute violators of weights and measures laws
4. Establish and maintain cooperative relations with those contacted in the work
5. Analyze situations accurately and take effective action;
6. Analyze data and draw sound conclusions
7. Prepare clear and concise reports and correspondence
8. Provide effective training
9. Advise manufacturers regarding suitability and applicability of new designs, models, and technical features in the market place
10. Develop specifications and tolerances for weighing and measuring and electronic metering instruments
11. Learn and apply formal investigation techniques and procedures, and rules of evidence and court procedures
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

SPECIAL PERSONAL CHARACTERISTIC

Willingness to travel.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@cdfa.ca.gov

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

GENERAL INFORMATION, CONTINUED

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922