Measurement Standards Specialist I

Class Code: 0108 - Exam Code: 7FA26

Opening Date: 08/18/2017
Closing Date: 09/08/2017
Type of Examination: Departmental Open
Salary: $3,263.00 - $4,024.00
Employment Type: Permanent Full-time
Exam Type: Spot/Sacramento

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, September 8, 2017 September 22, 2017.

- Standard State Application (STD. form 678) is available through the internet at https://jobs.ca.gov/pdf/std678.pdf.
- 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).

Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**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: Aimee Uhler
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6584

**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, September 8, 2017 September 22, 2017.

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 an application.

All applications must be received by the Final Filing Date, Friday, September 8, 2017 September 22, 2017. 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 that the examination will be sometime in October or November 2017.

**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) 403-6584.
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.

All Levels:
License Requirement: Possession of a valid Class I 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.)

Either I

Experience: Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in California state service. and

Education: Equivalent to completion of nine semester units of college level course work in job-related sciences. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but must show proof of completion before they will be considered eligible for appointment.)

Or II

Two years of experience in the design, inspection, maintenance, repair or installation of weighing or measuring equipment or other precision instruments or in the enforcement of State weights and measures laws. (College education with major work in mathematics, chemistry, physics, engineering, physical science, electronics, criminal justice, business administration or related fields may be substituted for the required experience on the basis of two years of education being equivalent to one year of experience.)

POSITION DESCRIPTION

This is the entry and first working level for the series. Under supervision, incumbents perform the least difficult testing and inspection work relating to various types of electronic, electrical, and mechanical weighing and measuring instruments. Incumbents typically perform the basic evaluations and testing of the lesser complicated weighing and measuring devices such as the mechanical scales and moisture meters and assist higher level staff in testing electronic scales and weight indicators.
EXAMINATION INFORMATION

This examination will consist of a Supplemental Application (Weighted 100%) that will include a number of predetermined job-related questions. All candidates will be required to complete the Supplemental Application that will be mailed to competitors at a future date. Competitors who do not return the Supplemental Application will be disqualified.

SUPPLEMENTAL APPLICATION – 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 plan changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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

ABILITY TO:
1. Read and write English 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

SPECIAL PERSONAL CHARACTERISTICS

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: Aimee Uhler at (916) 403-6584 or aimee.uhler@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 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.

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.
The California Department of Food and Agriculture’s (CDFA) Measurement Standards Specialist I examination is being given on an Open Spot Sacramento basis. The examination will consist entirely of this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate’s knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be placed on an eligibility list based on your final score.

Please follow the instructions and answer the questions completely. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

NOTE: FAILURE TO PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand if it is discovered I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): ______________________ Date: ____________

Print your name (Required): ________________________________
Your supplemental application will not be scored if you do not provide your name.

Return your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below by Friday, September 8, 2017 September 22, 2017.

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 an application.

California Department of Food and Agriculture
Human Resources Branch
Attn: Aimee Uhler
1220 N Street, Room 242
Sacramento, CA  95814
WILLINGNESS

The following five (5) questions are job requirements for the Measurement Standards Specialist I position. Please respond to each question by marking either YES or NO in the column indicated. If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a “NO” response. If you answer “no” to any of the questions, please explain why below.

1. Are you willing to hitch, tow, and maneuver a trailer with a pickup truck?  _____Yes  _____No
2. Are you willing to lift up to 50 pound weights repeatedly?  _____Yes  _____No
3. Are you willing to travel overnight throughout the State of California?  _____Yes  _____No
4. Are you willing to work on elevated platforms at heights of 15 to 20 feet?  _____Yes  _____No
5. Are you willing to work outdoors in hot or cold conditions?  _____Yes  _____No
**PART I INSTRUCTIONS:**

For each item listed below in rows 1 through 10, place ONE “X” in the *Experience* column which most accurately represents the type of experience you have with the following tasks.

Also, for each item listed below in rows “01 through 10”, place ONE “X” in the *Amount of Time* column which identifies the amount of experience you have for each item.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have no education, training or experience with this task.</td>
<td>I possess 0-1 years of experience.</td>
</tr>
<tr>
<td>I have education or training (including class lab work) with this task, but no experience on the job.</td>
<td>I possess 1 to 3 years of experience.</td>
</tr>
<tr>
<td>I have performed this task on the job.</td>
<td>I possess 3 years or more experience.</td>
</tr>
</tbody>
</table>

1. Perform algebraic, geometric, trigonometric, and statistical techniques, as well as manipulations of linear equations to design, formulate and analyze measurement equations. Perform measurement unit conversions, and collect and evaluate relevant data, to produce meaningful measurement results.

2. Operate computer using computer software programs to document and track projects, design control charts, and manage data using database applications. Use spreadsheets to model and analyze measurement equations and evaluate data to obtain measurement results.

3. Assist with ensuring the accuracy of various measuring devices and equipment relating to applicable legal codes and regulations.

4. Assist with enforcing legal codes and regulations relating to weighing and measuring devices.

5. Operate a scientific calculator to estimate and check measurement results and as a general supplement to a computer.

6. Assist with gathering, analyzing, and compiling data to determine which testing methods best support the test records, legal requirements and scientific principles.

7. Assist with maintaining laboratory and field standards and equipment by documenting, investigating and correcting out-of-control laboratory conditions and assess potential impact on clients.

8. Assist with performing periodic maintenance on the working standards and other test equipment, including cleaning, and minor adjustments, troubleshooting, and repair involving electronic, electro-mechanical, pneumatic, hydraulic, and optical systems.
**INSTRUCTIONS:**

For each item listed below in rows 1 through 10, place ONE “X” in the *Experience* column which most accurately represents the type of experience you have with the following tasks.

Also, for each item listed below in rows “01 through 10”, place ONE “X” in the *Amount of Time* column which identifies the amount of experience you have for each item.

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9. Assist with certifying and enforcing the accuracy and precision of physical standards representing legal units of measurement for interdepartmental programs, federal, state and local government agencies, and industry.

10. Assist with overseeing major and minor repairs and cleanup of the laboratory.
PART II - NARRATIVE QUESTIONS
You are being given three (3) questions on the following pages for which you are to provide a narrative response.

Instructions

- Your response to each question must be hand written, no type written responses will be accepted.
- You may only use a pen or pencil.
- Limit your responses to the space provided, only one page per question.
- No additional pages will be accepted or considered for responses.
- You will be evaluated and scored on content, grammar, spelling, and neatness of your answer in addressing each question.
PART II - Question #1

- Using the following information, calculate the mass of the mass standard.
- Round your answer to two decimal places.
- **Show all steps you took to arrive at your answer on the following page.**

The mass of a weight is calculated using the following equation:

\[
Mass = M_s + \left[ \frac{(O_2 - O_1) + (O_3 - O_4)}{2} \right] \frac{CM_{sw}}{(O_3 - O_2)}
\]

\[
M_s = 1000.002 \, g
\]
\[
CM_{sw} = 0.020010 \, g
\]
\[
O_1 = 0.002 \, g
\]
\[
O_2 = 0.037 \, g
\]
\[
O_3 = 0.057 \, g
\]
\[
O_4 = 0.024 \, g
\]
Question #1 Continued: Show work to Question #1 here. Limit your answer to one page only.
PART II - Question #2
There are 453.59237 grams (g) in one pound.
- Convert the answer to Question #1 into pounds, and round your answer to two decimal places.
- Show all work of calculation.
Part II - Question #3
Describe your experience providing customer service in a difficult situation. Be detailed in your response by explaining the situation and the steps you took to resolve it.