

**VENTURA COUNTY, RESOURCE MANAGEMENT AGENCY INVITES APPLICATIONS  
FOR:**



**Weights & Measures  
Tech/Inspector  
1109RMA-19AA (KM)**

*An Equal Opportunity Employer*

**SALARY RANGE (approximate)**

\$20.61 - \$30.50 Hour \$3,572.61 - \$5,287.52 Monthly \$42,871.26 - \$63,450.27 Annually

**POSITION INFORMATION**

Under general (Technician), direct (I) to general (II) supervision, inspects and tests weighing and measuring devices and declared weights and volume of packaged goods; throughout the County; enforces Weights and Measures laws; and performs related duties as required.

At the Technician level the ideal candidate will have a bachelor's degree in a related field and the ability to obtain at least one (1) California Department of Food and Agriculture County Weights and Measure Inspector licenses. The candidate will possess a strong understanding of mathematics, physics, and technical equipment; as well as, knowledge of inspection and testing techniques used in the field of weights and measures enforcement. The candidate will also have the ability to interpret and apply provisions of laws, regulations and county ordinances relating to weights and measures; be detail oriented, deal tactfully with persons contacted on enforcement matters; establish and maintain cooperative working relationships with others. The ideal candidate will have strong written and oral communication skills, including the ability to verbally explain complex technical or regulatory requirements.

**Distinguishing Characteristics:**

RMA Tech-Weights & Measures is the entry level into the Weights and Measures Inspector series. It is distinguished from other RMA Technician classifications in that it is assigned tasks solely focused on weights and measures inspection.

Weights & Measures Inspector I and II differs from RMA Technician-Weights and Measures in that Inspector work assignments are more complex and require at least one (I) to three (II) valid Weights and Measures licenses.

**Approximate Salaries:**

RMA Tech-Weights & Measures: \$20.61 - \$28.79 / hour  
Weights & Measures Inspector I: \$20.47 - \$29.06 / hour  
Weights & Measures Inspector II: \$21.41 - \$30.50 / hour

**EDUCATIONAL/BILINGUAL INCENTIVE:**

Incumbents may be eligible for an educational incentive of 2.5%, 3.5%, or 5% based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification. Incumbents may also be eligible for bilingual incentive depending upon operational need and certification of skill.

**AGENCY/DEPARTMENT: Resource Management Agency**

RMA Tech-Weights & Measures and Weights and Measures Inspector I/II are represented by the Service Employees International Union (SEIU) and are eligible for overtime compensation.

## **Examples Of Duties:**

Duties may include, but are not limited to the following:

- Inspects and tests weighing and measuring devices in industrial plants, markets, packaging and processing plants, service stations and other locations where such equipment is used commercially for compliance with standards set forth in the California Business and Professions Code and the California Code of Regulations relating to proper installation, approved equipment, proper use and accuracy.
- Inspects labeling and advertising for accuracy and proper statement of weight, measure or count.
- Seals devices inspected and tested and issues certificates of inspection.
- Maintains records and prepares reports.
- Plans and conducts undercover test purchases, test sales, both routine and complaint based.
- Orders repairs or condemns and confiscates equipment or products that fail to meet requirements.
- Inspects packaged goods to determine their compliance with net content requirement.
- Samples and tests gasolines, oils and lubricants to ensure their compliance with laws.
- May train and provide assistance to subordinates in difficult testing procedures and situations.
- Performs other related duties as required.

## **TYPICAL QUALIFICATIONS**

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

## **EDUCATION, TRAINING, and EXPERIENCE:**

**RMA Tech-Weights & Measures:** Some experience or education which has led to the acquisition of the required knowledge, skills and abilities. The required knowledge, skills and abilities also can be obtained by one of four options pursuant to the California Code of Regulations, Title 3, Agriculture Section 108, Article 1, County Weights and Measures Inspectors:

- Possession of one or more valid statewide specific category licenses as a County Weights and Measures Inspector or County Agricultural Inspector/Biologist; OR
- Possession of a Bachelor's degree from an accredited four (4) year college or equivalent education course credits from an accredited college with specialization in:
  - a. One or more appropriate disciplines in Chemical or Physical Science, Physics, Mathematics, Engineering, or other job-related majors such as Law Enforcement, Commerce, or Marketing, as determined by the Secretary of California Department of Food and Agriculture; OR
  - b. Any discipline with a minimum of 30 semester units, or equivalent in one or any combination of the following disciplines: Chemical Science, Commerce, Engineering, Law Enforcement, Marketing, Mathematics, Physical Science, Physics, and/or Statistics.
- The educational requirements may be satisfied if specialized requirements of the Bachelor's degree include any combination of one or more of these disciplines totaling at least 30 semester units, or equivalent, or may be satisfied through additional college level education, or combination thereof.
- Provided that the candidate possesses a minimum of 30 semester units, or equivalent in one or any combination of the above specified disciplines, experience in one or more of the following may be substituted for up to two (2) years of college on a year-for-year basis (equivalent to 30 semester units):
  - Enforcement of weights and measures or agricultural laws,

- The inspection, maintenance, repair or installation of weighting or measuring instruments or equipment,
- Consumer protection or resolution of consumer complaints in a public or private consumer affairs agency,
- Law enforcement or investigation work in a federal, state or local jurisdiction, OR
- Responsible quality or quantity control work in the production of consumer commodities. This experience must have been at a level comparable to a county weights and measures inspector or county agricultural inspector/biologist.

**Weights & Measures Inspector I:** Some experience with weights and measures inspection which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities also can be obtained by completion of a Bachelor's degree in a related field and one year of related experience.

**Weights & Measures Inspector II:** Some experience with weights and measures inspection which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities also can be obtained by completion of a Bachelor's degree in a related field and two years of related experience.

**Necessary Special Requirements:**

**RMA Tech-Weights & Measures:**

- Must possess and maintain a valid California Class C driver license.
- Required to travel within Ventura County to conduct inspections.
- Within one (1) year must obtain at least one (1) of the three (3) County Weights & Measures Inspector licenses issued by the State of California, Department of Food and Agriculture:
  - Weight Verification;
  - Measurement Verification; or
  - Transaction and Product Verification.

**Weights & Measures Inspector I/II:**

- Requires at least one (Inspector I) to two (Inspector II) licenses issued by the State of California for Weight Verification, Measurement Verification and/or Transaction and Product Verification.
- Must possess and maintain a valid California Class C driver license. A Class B license may also be required depending on the assignment.
- Required to travel within Ventura County to conduct inspections.

**DESIRED:**

- Bachelor's degree in Mathematics, Statistics, Biological or Physical Science, Business, Criminal Justice or a Weights & Measures related field.
- Possession of one or more valid statewide County Weights & Measures Inspector Licenses.
- Experience operating mechanical, or technical equipment, preferably related to Weights and Measures
- Ability to interpret, apply, and explain complex laws, regulations and rules related to Weights and Measures programs.
- Can problem-solve, prioritize, multi-task, and is detail oriented.
- Strong organizational skills.
- Demonstrates initiative, drive and energy.
- Public contact experience communicating with tact, courtesy and diplomacy
- Possesses excellent communication skills, both orally and in writing.
- Demonstrated experience in preparing clear and concise written materials, including correspondence and reports.
- Proficient using Microsoft Office Suite.



## **Working Conditions/Physical Demands:**

Weights and Measures inspections are performed primarily at off-site locations. Inspections may require a moderate degree of physical exertion including lifting and carrying up to 50 pounds; bending; stooping; climbing; crouching; reaching; kneeling; and manual dexterity.

## **KNOWLEDGE, SKILLS, and ABILITIES:**

**RMA Tech-Weights & Measures:** Some knowledge of basic principles of installation, operation and testing of commercially used weighing and measuring devices.

Skilled in organizing work or projects in an efficient manner; basic computer skills to produce email, reports, spreadsheets, correspondence and data entry.

Some ability to read, understand, interpret and apply complex technical materials such as laws, regulations and rules related to weights and measures programs; quickly learn use of weighing and measuring devices in various businesses and effectively use investigative techniques; strong written and oral communication skills, including the ability to verbally explain complex technical or regulatory information; apply complex concepts of mathematics and physics during inspections; use complex mechanical and technical equipment; and establish and maintain effective relationships with the public and coworkers.

**Weights & Measures Inspector I/II:** Some to working knowledge (depending on level in series) of County, state, and federal laws pertaining to Weights and Measures tests and inspections; basic principles of installation, operation, and testing of commercially used weighing and measuring devices.

Some to working ability (depending on level in series) to quickly learn use of weighing and measuring devices in various businesses; effectively use investigative techniques; gain compliance with laws and to establish and maintain cooperative relations with the public and other employees.

## **RECRUITMENT PROCESS**

**FINAL FILING DATE:** This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. A first review of applications is anticipated to occur on or around 4/22/2019, and subsequent reviews may be conducted until sufficient applications are received to meet business needs. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at [www.ventura.org/jobs](http://www.ventura.org/jobs). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

**Note to Applicants:** Sufficient information must be provided under the Education/Work Experience portion of the application and supplemental questionnaire to thoroughly and accurately demonstrate your qualifications to determine eligibility. **A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.**

**NOTE:** If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here \(Download PDF reader\)](#) for additional information.

**SUPPLEMENTAL QUESTIONNAIRE - qualifying:** All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The

supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

**APPLICATION EVALUATION - qualifying:** All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

**NOTE:** If upon first review there is a high number of applicants who appear to meet the minimum requirements, additional comparative screening will be conducted to determine which of the applicants will be selected for invitation to the written examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questions completely and thoroughly.

**ORAL EXAMINATION - 100%:** A job-related Oral Examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary, Extra Help, Intermittent, and Fixed-Term) positions. Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year. **There is currently one (1) Regular vacancy within the Code Compliance Division.**

**BACKGROUND INVESTIGATION:** A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record is required for this position. For those classifications that are subject to Department of Transportation drug and alcohol testing regulations, incumbents will be tested prior to driving a commercial vehicle and may be randomly tested thereafter.

For further information about this recruitment, please contact Liz Sandoval by email at [liz.sandoval@ventura.org](mailto:liz.sandoval@ventura.org) or by telephone at (805) 654-2482.

## **Weights & Measures Tech/Inspector Supplemental Questionnaire**

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Please identify the following California Department of Food and Agriculture (CDFA) license(s) you currently possess. If none, please select none.
  - Weight Verification
  - Measurement Verification
  - Transaction & Product Verification
  - Commodity Regulation

- Pesticide Regulation
- Investigation & Environmental Monitoring
- Integrated Pest Management
- Pest Prevention & Plant Regulation
- Pesticide Use Regulation
- None

2. Do you have a bachelor's degree from an accredited four-year college with specialization in one or more qualifying disciplines in Chemical or Physical Science, Physics, Mathematics, Engineering, Law Enforcement, Commerce, Marketing, Statistics or closely related discipline that meets the minimum qualifications for the County Weights & measures Inspector licensing examinations? If yes, please state "yes" and provide college or university and degree discipline. If no, please state, "no."

3. Do you have a bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or 45 quarter units, in one or any combination of the following disciplines: Chemical or Physical Science, Physics, Mathematics, Engineering, Law Enforcement, Commerce, Marketing, Statistics or closely related discipline? If yes, please state "yes" and provide college or university and degree discipline. Please list the course names and unit value for each of the courses that make up the minimum 30 semester units or 45 quarter units named above. If no, please state, "no."

4. If you have not graduated from an accredited four-year college or university, relevant work experience may be substituted for up to two (2) years of the required college education on a year-for-year basis as determined by CDFA. This experience must have been at a level comparable to a County Weights and Measures inspector in one or more of the following: enforcement of weights and measures or agricultural laws; repair or installation of weighing or measuring instruments; consumer protection or resolution of consumer complaints, quantity or quality control of the production of consumer commodities; or law enforcement or investigation work in a federal, state, or local jurisdiction AND two (2) years of related college coursework. Please provide your relevant experience by describing the job title, job duties, and length of service along with college or university [minimum two (2) years] courses and unit value for each of the courses that apply. If you do not have the relevant work experience and two (2) years of required college education, please state "no experience".

5. Are you able and willing to lift and carry up to 50 pounds; handle physical exertion including bending, stooping, climbing, crouching, reaching, kneeling and manual dexterity to perform inspections?

6. Will you be able to obtain and maintain a California Driver License prior to hire?

7. A California Class B license may also be required depending on the assignment. Do you currently possess a Class B license?
  
8. Please describe your experience enforcing public laws and regulations in detail. (Please include job title, duties and length of service. If no experience, please state, "no experience".)
  
9. Explain in detail your mechanical or technical experience by including two (2) examples of complex equipment you have worked on. (Please include job title, duties and length of service. If no experience, please state, "no experience".)
  
10. Describe your Weights and Measures program experience. It is essential to include the details outlined below, length of time with each area and your role/responsibilities related to each one. If you do not have experience currently, please state, "No experience." a) Type(s) of commercial weighting and measuring devices inspected b) Package and Price Verification inspections c) Technical skills d) Use of specialized inspection equipment
  
11. Please describe, in detail, your experience writing complex and technical reports (please include in your description at least one (1) example).

