

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7896100

Weight & Measures Specialist 1, Grade 18	7896100
Weight & Measures Specialist 2, Grade 23	7896200
Assistant Director Weight & Measures, M-1	7897800
Director Weights and Measures, M-3	7897900

Brief Description Of Class Series

Positions in this series enforce provisions of New York State's Weights and Measures Laws by supervising municipal weights and measures inspection programs; inspecting commercial weighing and measuring devices; certifying the accuracy of standards of weights and measures used in law enforcement and industry; and evaluating new weighing and measuring device types for conformance before their introduction into commerce. These activities ensure that consumers get what they pay for and businesses enjoy a marketplace based on fair competition.

These positions are found only in the Department of Agriculture and Markets.

Distinguishing Characteristics

Weights & Measures Specialist 1: full performance level; assigned to specific geographic areas of the State or to the Metrology Laboratory to inspect, evaluate and test commercial weighing and measuring devices.

Weights & Measures Specialist 2: first supervisory level; manage Statewide weights and measures programs; and supervise Weights and Measures Specialists 1 in an assigned geographic area.

Assistant Director Weights & Measures: one-position class; functions as the overall second-in-command to the Director of the New York State Weights and Measures program.

Director Weights & Measures: one-position class; functions as the director of the New York State Weights and Measures program.

Illustrative Duties

Weights & Measures Specialist 1

When assigned to field operations.

- Supervises municipal weights and measures officials in the inspection and testing of commercial weighing and/or measuring devices.
- Plans and conducts comprehensive on-site audits of municipal weights and measures programs to advise management if established policies and procedures are working effectively and efficiently.
- Inspects and tests classes of commercial devices that are not generally tested by municipal officials, such as liquefied petroleum gas truck meters, terminal rack meters, large capacity commercial scales and highway enforcement scales.
- Obtains petroleum samples at wholesale facilities and investigates and enforces actions against terminals with sample failures.
- Trains municipal officials in obtaining retail petroleum samples and assists them in investigation and enforcement actions against retail stations with sample failures.
- Serves as liaison and technical resource between the Division and municipal weights and measures programs and private industry.
- Assesses the training needs of municipal programs and coordinates or provides the training.

When assigned to the Metrology Laboratory.

- Evaluates new types of weighing and measuring devices before their introduction into commerce.
- Tests and certifies measurement standards for State and municipal agencies and private industry.
- Performs quality control and quality management functions to document the traceability of all standards and test equipment and to maintain the ISO accreditation of the Metrology Laboratory.

Weights & Measures Specialist 2

- Administers the weights and measures inspection program in an assigned multi-county area of the State, and directs regional field staff.
- Supervises one of three Statewide enforcement activities or programs both at the State and municipal level.
 - Supervises the sampling and testing of motor fuels for performance and environmental standards under the Petroleum Quality and the Clean Air Programs,, coordinates the sampling with State and municipal officials, and serves as administrative, technical and scientific liaison to the private laboratory that performs chemical and octane analysis.
 - Supervises the inspection and testing of scales and packaged goods, coordinates testing with State and municipal officials, coordinates use and maintenance of the State's scale test unit and package testing equipment.
 - Supervises the inspection and testing of metering devices, coordinates meter testing with State and municipal officials, coordinates the use and maintenance of the State's meter test units, supervises the highway weight enforcement scale test program, coordinates weight enforcement tests with State and municipal police and the Department of Transportation.
- Plans and coordinates training programs within the geographic zone, and coordinates Statewide training with other Weights and Measures Specialists 2; and provides training and technical assistance to Weights and Measures Specialists 1 and municipal officials.
- Performs fiscal, personnel and administrative functions in support of State weights and measures programs.
- Recommends changes to Statewide enforcement policies and procedures to the Director and Assistant Director.
- Participates in reviewing, editing and updating program's manuals and procedures, and reports.
- Conducts inspections for more difficult inspections, investigations and/or complaints from consumers, county/municipal officials and private industry.

- Provides advice and consultation to boards, commissions, State and local government, federal officials and private industry.

Assistant Director Weights & Measures

- Assists the Director with the administration of the weights and measures program (e.g., program and policy development, budget preparation, drafting proposed legislation and rulemaking, procurement, personnel management and training).
- Supervises field weights and measures, petroleum quality programs, and statewide training of State and municipal officials.
- Oversees the Quality System for Field Operations and coordinates the annual review and update of the Quality Manual with the Specialists 2.
- Manages the Metrology Laboratory, serves as both technical manager (administration, purchasing, and logistics) and quality manager (developing test procedures, providing training, and update of the quality manuals for both Metrology and Type Evaluation).
- Supervises the activities of Weights and Measures Specialists 2, the laboratory clerical staff, and local government weights and measures programs.

Director Weights & Measures

- Develops policies, procedures, program objectives, and administers the State weights and measures, and petroleum quality programs.

Approves the annual budget and program expenditures; reviews and submits legislative proposals and proposed changes pertaining to weights and measures rules and regulations pertaining to weights and measures.

- Approves and prepares written reports on program activities.
- Participates in various weights and measures professional association meetings.
- Represents the agency and makes presentations on weights and measures, and petroleum quality program operations.
- Ensures that State and local government weights and measures officials are properly trained to meet State and federal laws, rules and regulations.

Minimum Qualifications

Weights & Measures Specialist 1

Open Competitive: four years of satisfactory weights and measures experience and completion of a two-year traineeship; or a bachelor's degree which must include at least 24 semester credit hours in specialized courses related to: physical sciences, electronic sciences, or mathematics and two years of satisfactory weights and measures experience; or and an associate's degree which must include at least 24 semester credit hours in specialized courses related to: physical sciences, electronic sciences, or mathematics and two years of satisfactory weights and measures experience.

Weights & Measures Specialist 2

Open Competitive: seven years of satisfactory weights and measures experience and completion of a two-year traineeship; or a bachelor's degree which must include at least 24 semester credit hours in specialized courses related to: physical sciences, electronic sciences, or mathematics and three years of satisfactory weights and measures experience; or and an associate's degree which must include at least 24 semester credit hours in specialized courses related to: physical sciences, electronic sciences, or mathematics and five years of satisfactory weights and measures experience.

Promotion: one year of permanent competitive service as a Weights and Measures Specialist 1.

Assistant Director Weights & Measures

Promotion: one year of permanent competitive service as a Weights and Measures Specialist 2.

Director Weights & Measures

Promotion: one year of permanent competitive service as an Assistant Director Weights and Measures.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 09/2018

