



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
<b>26-591 Weights and Measures Specialist 2</b>	<b>23</b>	<b>\$73,284</b>	<b>\$40</b>

**Written Test To Be Held**  
**NOVEMBER 3, 2018**

**Applications MUST Be Submitted or Postmarked By**  
**SEPTEMBER 19, 2018**

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

**IMPORTANT:** Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

**MINIMUM QUALIFICATIONS:** On or before November 3, 2018, you must have:

- Either 1. seven years of satisfactory weights and measures experience;†
- Or 2. a bachelor's degree which must include at least 24 semester credit hours in specialized courses related to: physical sciences,\* electronic sciences,\*\* or mathematics,\*\*\* plus three years of satisfactory weights and measures experience;†
- Or 3. an associate's degree, including 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.

**Specialized Courses:**

\*Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth sciences (meteorology, astronomy, geology), and physics. Biology is not a qualifying subject.

\*\*Electronic sciences is a branch of physics that deals with the emission, behavior, and effects of electrons (in tubes and transistors) and with electronic devices. Coursework in electricity, a science that deals with the laws of electricity, is **NOT** qualifying.

\*\*\*Mathematics includes coursework in accounting, economics, etc., provided the primary focus of the course is the manipulation of numbers.

**Important:** You MUST submit a transcript of qualifying courses with your application.

†**Examples of Qualifying Experience Include:** Employment in which the primary functions/responsibilities include any one of the following:

- Enforcing weights and measures laws and regulations and inspecting and testing of devices and packaged commodities.
- Inspecting, testing, and repairing commercial weighing or measuring devices and/or industrial weighing or measuring devices with appropriate specifications tolerances.
- Inspecting and testing both quality and quantity of packaged or manufactured goods using precision scales/balances and other precision measuring equipment, performing data reductions, and assessing compliance of the results with appropriate specifications and tolerances.
- Conducting chemical or physical analyses using precision scales/balances and other precision measuring equipment, performing data reduction, and assessing compliance of results with the appropriate specifications and tolerances.

If you expect to meet the educational requirements by June 30, 2019, you can be admitted to the written test, but you cannot be considered for appointment until you submit proof of successful completion of the educational requirement to the Appointing Authority at the time of the employment interview. Failure to meet the educational requirements by June 30, 2019 may result in your removal from the eligible list.

**NOTES:**

1. Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S1VXR.
2. A promotion examination is also being held for these positions. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public.
3. You may file for these examinations by completing one NYS-APP application form or applying on the Internet. Unless you are eligible for a fee waiver, the indicated processing fee must be submitted for each examination listed on your application.
4. **Travel Requirements:** Appointment to certain positions requires extensive travel within a designated area of assignment. Appointees to these positions may be required to operate a motor vehicle or otherwise demonstrate their capacity to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must possess a driver's license valid in New York State at the time of appointment and continuously thereafter. Field work and travel expenses are reimbursed on a fixed schedule.
5. **Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodations. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.

**NOTES: (Continued)**

6. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
7. New York State residence is not required.

**THE POSITIONS:** These positions exist in the New York State Department of Agriculture and Markets.

**DUTIES:** As a **Weights and Measures Specialist 2**, you would, under the direction and supervision of the Assistant Director of Weights and Measures, supervise a regional field staff of Weights and Measures Specialist 1's. Develop, implement, manage, and supervise one of three statewide weights and measures programs: Scales, Petroleum Quality, or the Metering Program. In this role, you would develop program policies and procedures; evaluate program effectiveness and progress; make recommendations for program revision and improvement; and provide technical expertise and interpretation to ensure uniform application of state and federal laws, regulations, and policies. In addition, you would respond to inquiries from division management, executive staff, the public, business, county and municipal weights and measures agencies.

**SUBJECT OF EXAMINATION:** There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Inspection and interviewing techniques** – These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.
2. **Preparing written material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **Supervision** – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
4. **Weights and measures** – These questions test candidates' knowledge of the various types of weighing and measuring devices and systems commonly used throughout business and industry. They deal with, but are not necessarily limited to, such areas as 1) The conversion of weights and measures from the Metric System to the English System and from the English System to the Metric System; 2) Types of linear and liquid measuring devices in common use; 3) Various types of weighing devices in common use; 4) Basic construction and operation of the various types of weighing and measuring devices in common use.
5. **U.S. and New York State Department of Agriculture and Markets laws, rules and regulations pertaining to weights and measures** – These questions test candidates' knowledge of federal and New York State laws, rules and regulations pertaining to weights and measures in effect as of January 1, 2018. The questions deal with, but will not necessarily be limited to, Article 16 of the NYS Agriculture and Markets Law; Parts 220, 221, 222, and 224 of Volume 1 of the NYS Code of Rules and Regulation (1NYCRR); and rules and regulations found in publications such as the National Institute of Standards and Technology Handbooks 44 and 133.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

**Important:** The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**HOW TO APPLY:**

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examininfo@cs.ny.gov](mailto:cs.sm.examininfo@cs.ny.gov) to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

**ADDITIONAL INFORMATION**

**ADMISSION TO EXAMINATION:** Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov). Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**RELIGIOUS ACCOMMODATION:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.