

6222 Deputy Sealer of Weights and Measures

(Department of Public Health)
Recruitment #PBT-6222-057743

Department:	Public Health
Analyst:	Elaine Lee
Date Opened:	6/10/2011 8:00:00 AM
Filing Deadline:	Continuous
Salary:	\$65,702.00 - \$79,872.00/year
Job Type:	Permanent PBT
Employment Type:	Full-Time

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INTRODUCTION

6222 Deputy Sealer of Weights and Measures

DEPARTMENT OF PUBLIC HEALTH

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A.

Under general direction of the Agricultural Commissioner/Sealer, the Deputy Sealer of Weights and Measures oversees the full implementation of weights and measures program inspections and investigations. This position acts as the supervisor to a team of 6220 Inspector of Weights and Measure who are engaged in testing devices used for commercial weighing, metering and measuring, inspecting declared weights and volumes of packaged goods and commodity containers for conformity with state regulations and standards.

The essential functions of this job include: Planning, organizing and monitoring program activities, and state contracts and agreements; supervising and reviewing the performance of inspectors responsible for carrying out, interpreting and enforcing policies and procedure relative to inspection activities; applying weights and measures, agricultural and pesticide use enforcement principles, procedures and policies for the protection of public health and safety and consumer protection from fraudulent activities; conducting complex investigations that include surveillance, issuance of reports and advocating in administrative hearings; contacting employees, merchants, businesses and other personnel to explain and interpret applicable laws, policies, rules and regulations; maintaining records and preparing reports on inspection activities; reviewing all inspection reports submitted by staff for correctness, completeness and appropriate enforcement; reviewing data being entered by staff to ensure accuracy of reporting; interpreting and disseminating regulatory codes and provisions to staff and the community in order to obtain compliance; monitoring the completion of contract work plans to be submitted for billing; participating and cooperating with State agencies during special investigatory activities or surveys; compiling and submitting monthly and annual County activity reports to the Division of Measurement Standards; representing the department in the absence of the Commissioner/Sealer to the general public and representatives of other agencies and public groups; and performing other related duties and responsibilities as assigned.

Minimum Qualifications:

1. Possession of a Bachelors of Science degree from an accredited college or university with a major in physics, biology, agricultural sciences, entomology, plant pathology, chemistry or environmental science;
AND
2. Three (3) years experience working as a weights and measures inspector/specialist and/or agricultural

biologist/specialist; **AND**

3. Two (2) years experience supervising staff; **AND**

4. Possession of the Deputy County Sealer of Weights and Measure license and at least six (6) of the eight (8) additional licenses, listed below, issued by the California Department of Food and Agriculture:

- a. Weight verification (subcategory: weighing devices & weight master)
- b. Measurement Verification (subcategory: measuring, devices, electric measuring devices, compressed gases)
- c. Transaction and Product Verification (subcategories: quantity control of packaged commodities, petroleum products)
- d. Pesticide Regulation
- e. Integrated Pest Management (subcategories: insect and disease pest management, vertebrate pest management, weed control, apiary regulation)
- f. Investigation and Environmental Monitoring
- g. Commodity regulation
- h. Pest Prevention and Plant Regulation (subcategories: plant quarantine and pest detection, nursery and seed regulation)

Desired Qualifications:

- Possession of a Deputy Agricultural Commissioners license issued by the California Department of Food and Agriculture
- Strong computer skills
- Knowledge and experience using spreadsheet programs (i.e. Excel)
- Strong communication skills
- Ability to work effectively with a diverse community
- Excellent organization skills

How to Apply:

City and County of San Francisco employment applications may be obtained and filed on-line only.

Visit www.jobaps.com/sf to begin the application process.

- Click and select the desired job announcement (PBT-6222-057743).
- Click on “apply” and read and acknowledge the information.
- Click on “I am a new user” if you have not previously registered, or on “I have Registered Previously” and follow the instructions on the screen.

Interested applicants are encouraged to **FILE IMMEDIATELY**. Receipt of applications will be cut off, suspended or closed when there are a sufficient number of qualified applicants.

If you have any questions regarding this recruitment or application process, please contact Elaine Lee, Human Resources, San Francisco General Hospital via email at Elaine.Lee@sfdph.org or via phone at (415) 206-5033.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco, for use by the public. The hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Verification:

Applicants must submit verification documents, when requested, via email to Elaine.Lee@sfdph.org or regular mail to: Department of Public Health, Merit Systems Division, Attn: 6222 Deputy Sealer of Weights and Measures, 2789 25th Street, 3rd Floor, San Francisco, CA 94110.

Verification of education, licensure or certification: Verification (proof) of education, licensure and/or certification, when requested, must be submitted. Applicants must submit a photocopy of their degree and/or transcript from an accredited college as proof of qualifying education when requested. Applicants must also submit a photocopy of their licensure or certification if requested. Failure to submit the required verification of education, licensure or certification when requested may result in rejection of the application.

Verification of experience: Verification of all experience needed to qualify, when requested, must be on the employer's letterhead indicating the name of the applicant, job title, dates of employment, hours per week worked, duties performed and must be signed by the supervisor and/or appropriate representative. City employees do not need to submit verification of qualifying City work experience if experience gained is from the class to which appointed. Credit for experience obtained outside of the employee's class will only be allowed if recorded in accordance with the provisions of Civil Service Commission Rules. City

employees relying upon qualifying work experience gained outside the City and County of San Francisco must submit written verification of such experience as described above. Verification of experience may be waived if impossible to obtain. The applicant must submit a signed statement with the application explaining why verification cannot be obtained. Waiver requests will be considered on a case-by-case basis. Failure to submit the required verification or request for a waiver at the time of filing may result in rejection of the application.

SELECTION PLAN

Selection Procedures:

Screening of Applications:

Weight: Qualifying

Applications will be screened for relevant qualifying experience and education. Only those candidates deemed best qualified will continue in the selection process.

Applicants meeting the minimum qualifications are not guaranteed advancement in the examination process.

Training and Experience Evaluation:

Weight: 100%

The information provided by candidates on the job application, requested verification and other required documentation will be evaluated in terms of duration and relevance to the knowledge, skills and abilities needed for class 6222 Deputy Sealer of Weights and Measures.

Candidates will be placed on the eligible list in rank order according to their final score.

The department may utilize additional selection procedures to make a final hiring decision.

Certification Rule: The certification rule for the ranked eligible list resulting from this examination will be Rule of Three Scores. The hiring department may administer additional position-specific selection procedures to make final hiring decisions.

Eligible List: <http://www.sfdhr.org/index.aspx?page=20#eligiblelists>

The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission. The duration of the eligible list resulting from this examination process will be six (6) months, and may be extended with the approval of the Human Resources Director. The Human Resources Director may approve the use of the eligible list resulting from this selection process to make permanent Civil Service appointments to other position(s) involving the same or similar title in any department.

Notes:

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at:

<http://www.sfdhr.org/index.aspx?page=20#reasonableaccommodation>

Veteran Preference:

Information regarding requests for veterans preference can be found at:

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentid=1595>

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at:

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentid=1709> or via paper copy at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Terms of Announcement: <http://www.sfdhr.org/index.aspx?page=20#announcementsdefinitions>

Applicants must be guided solely by the provisions of this announcement including, requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at: www.jobaps.com/sf.

Position Based Tests are administered in accordance with Civil Service Rule 111A. General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information for Position Based Testing". This information is part of the terms of this announcement. The pamphlet is available at the Department of Human Resources Information Center, One, South Van Ness Ave. 4th Floor, San Francisco, CA 94103 or online at: <http://www.sfdhr.org/index.aspx?page=20#positionbasedtesting>

The job description and minimum qualifications specified on this announcement are appealable to the Civil Service Commission. Appeals of these provisions must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Refer to Civil Service Commission Rule 111A, Article VIII. All other provisions of this announcement except for the Certification Rule are appealable to the Human Resources Director. Appeals of these provisions must be filed with the examination analyst listed on this announcement.

Per Civil Service Rule 111A.26.5, the Human Resources Director may approve the use of the eligible list resulting from this examination for Permanent Civil Service appointments to other positions in the same or similar classes.

Copies of Application Documents: <http://www.sfdhr.org/index.aspx?page=20#copies>

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

<http://www.sfdhr.org/index.aspx?page=20#identification>


All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Medical Examination:

Prior to appointment, at the Department's expense, applicants may be required to take a TB screening test, and a medical examination.

Combined Entrance and Promotive
Micki Callahan
Human Resources Director
Department of Human Resources
Announcement #: PBT-6222-057743
Issued: June 10, 2011
Team DPH/EL (415) 206-5033
DP2104802/1114678

Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.	Apply Online 
	We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.
Contact us via conventional means.	You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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