

## 6220 Inspector Of Weights And Measures Recruitment #PBT-6220-057355

<b>Department:</b>	Public Health
<b>Analyst:</b>	Richard Ng
<b>Date Opened:</b>	3/11/2011 8:00:00 AM
<b>Filing Deadline:</b>	Continuous
<b>Salary:</b>	\$46,228.00 - \$56,186.00/year
<b>Job Type:</b>	Permanent PBT
<b>Employment Type:</b>	Full-Time

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### INTRODUCTION

## 6220 Inspector of Weights and Measures DEPARTMENT OF PUBLIC HEALTH

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

Note: 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.

#### General Description:

The Department of Public Health's Environmental Health Section is accepting applications for two (2) full-time positions in class 6220 Inspector of Weights and Measures. SHIFT: This position will work 8:00 A.M. to 5:00 P.M., Mondays through Friday.

Under supervision, the Inspector of Weights and Measures inspects and tests weighing and measuring devices, petroleum products, packaged commodities for labeled content, and retail price verification inspections. Essential functions include: investigating complaints concerning illegal weights and measure practices; conducting field test of various weights and measures; enforcing compliance with state and county laws and issuing warnings and citations when necessary; writes daily inspection and investigative reports as required by law; explaining and interpreting laws, regulation, and policies to employees, merchants, businesses, and the general public; taking samples of gasoline and other petroleum product; assisting with the calibrating of field standards and on the job training. The Inspector of Weights and Measures also performs other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Possession of any two of the required three County Weights and Measures Inspector Licenses issued by the California Department of Food and Agriculture: 1) Weight Verification License; 2) Measurement Verification License; 3) Transaction and Product Verification License. A copy of two valid licenses must be submitted with application. The third license must be obtained within 12 months of hire or within two State examination sessions after appointment to position; **AND**
2. Possession of a valid California Driver License. A copy of the required license must be submitted with application at the time of filing; **AND**
3. Ability to lift and carry fifty (50) pounds or heavy objects weighing up to 50 pounds (the probationary period will be used to test this requirement).

### HOW TO APPLY

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

Visit [www.jobapps.com/sf](http://www.jobapps.com/sf) to begin the application process.

- Click and select the desired job announcement.
- 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.”
- Follow the instructions on the screen.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4<sup>th</sup> 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.

If you have any questions regarding this recruitment or application process, please contact the exam analyst: Richard Ng, San Francisco Department of Public Health Human Resources via email: [Richard.Ng@sfdph.org](mailto:Richard.Ng@sfdph.org) or via phone: (415) 206-8627

**Verifications:**

Applicants who apply must submit verification documents at time of filing either as attachments through the on-line process (on the resume tab, click ‘upload resume,’ and name the attachments appropriately) or via regular mail to: Department of Public Health, Merit Systems Division, Attn: Class 6220 Inspector of Weights and Measures, 2789 – 25th Street, 3rd Floor, San Francisco, CA 94110.

**Verification of education and licensure or certification:** Verification (proof) of licensure and/or certifications must be submitted. Applicants must submit a scan/photocopy of their licenses/certificates from the state as proof of qualifying. Failure to submit the required verification of licensure and certifications may result in ineligibility from this recruitment.

Please include a Document Cover Sheet to assist in identifying the class for which you are applying when submitting verification documents separate from the online application. The Cover Sheet may be found at <http://www.jobapps.com/sf>

Select “Print a Document Cover Sheet” under “Choose a Help Topic”. The Department of Public Health will not be able to process the application without receiving the required verification documentation.

**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%**

Information provided by the qualified applicant in the submitted application materials will be assessed to measure his/her applicable experience and licensure as they relate to job-related knowledge, skills, and abilities.

**Certification Rule:**

The Rule of Three will be the certification rule used for this eligible list. The names of qualified candidates will be placed on the eligible list in rank order according to the final score.

**Notes:**

1. Departments may utilize additional selection procedures to make final hiring decisions.
2. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to present additional material at the time of appointment and/or at a later date.
3. Applicants with disabilities requiring reasonable accommodation for this process must contact the analyst by phone (415) 206-8627 (voice) or, if hearing-impaired, (415) 557-4810 (TDD), or in writing (specify **Class number and Title**, DPH) at the address listed above as soon as possible.
4. Certifications and registrations must be kept current throughout length of employment. Failure to demonstrate/show proof of this may result in termination of employment.
5. 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, 1 South Van Ness Avenue, 4<sup>th</sup> floor or online at: <http://www.sfdhr.org/index.aspx?page=24>.

6. 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.
7. 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 and eligible list resulting from this examination may be utilized for future positions in this class in other City departments.
8. Prior to appointment, at the Department's expense, applicants may be required to take a TB screening test, and a medical examination.
9. Ensure 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.

Combined Promotive and Entrance

ISSUED: 03/11/2011

ANNOUNCEMENT NO: PBT-6220-057355

DPH/RN: (415) 206-8627 (REQ #1111769/P2104505 and 1111770/P2104506)

MICKI CALLAHAN  
HUMAN RESOURCES DIRECTOR  
DEPARTMENT OF HUMAN RESOURCES

#### DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

#### BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

**Click on a link below to apply for this position:**

[Fill out the Application NOW using the Internet.](#)



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

You may contact us by phone at (415) 557-4800, or apply for a job in

conventional  
means.

person at the Department of Human Resources.

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