



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0122

**MEMORANDUM**  
**HR# 22-15**

May 29, 2015

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than June 30, 2015.

If no written objections are received in this office by June 30, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #19-15**  
**Posting Expires: June 30, 2015**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

| CURRENT |                                  |             |   | PROPOSED     |  |             |          |
|---------|----------------------------------|-------------|---|--------------|--|-------------|----------|
| CODE    | TITLE                            | GRADE/EEO-4 |   | CODE         | TITLE                                      | GRADE/EEO-4 |          |
| 1.401   | Weights & Measures Inspector IV  | 36          | C | <i>1.401</i> | <i>Weights &amp; Measures Inspector IV</i> | <i>36</i>   | <i>C</i> |
| 1.404   | Weights & Measures Inspector III | 33          | C | 1.404        | No Change                                  | 33          | C        |
| 1.407   | Weights & Measures Inspector II  | 31          | C | 1.407        | No Change                                  | 31          | C        |
| 1.410   | Weights & Measures Inspector I   | 29          | C | 1.410        | No Change                                  | 29          | C        |

***Basis for Recommendation***

The Nevada Department of Agriculture, Consumer Equitability Division has requested the addition of an informational note to the Weights & Measures Inspector series to address the need for the positions to obtain and maintain applicable professional certifications.

These professional certifications are currently being completed; however, the agency would like to formalize the requirement in the class specification.

Human Resource Management recommends modification to the minimum qualifications to add an informational note indicating that positions in the series must obtain and maintain applicable professional certifications issued by the National Institute of Standards & Technology and National Conference on Weights & Measures (NCWM) as a condition of continuing employment.

This modification requires no change to the education, experience or entry level knowledge, skills and abilities; however, due to a title change in the Metrologist series, the education and experience at the Weights & Measures Inspector IV was modified to change the Weights & Measures Metrologist to Metrologist II.

During the review, Human Resource Management worked closely with staff from the Department of Agriculture’s Consumer Equitability Division, which participated by offering recommendations and reviewing changes as the process progresses, and they support the recommended amendments.

***Note: Changes, additions and/or deletions on the class specification are noted in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by June 30, 2015.** Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: May 29, 2015**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

| <u>TITLE</u>                              | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|---|--------------|--------------|--------------|
| <b>WEIGHTS AND MEASURES INSPECTOR IV</b>  | <b>36</b>    | <b>C</b>     | <b>1.401</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR III</b> | <b>33</b>    | <b>C</b>     | <b>1.404</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR II</b>  | <b>31</b>    | <b>C</b>     | <b>1.407</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR I</b>   | <b>29</b>    | <b>C</b>     | <b>1.410</b> |

**SERIES CONCEPT**

Weights and Measures Inspectors inspect all commercial weighing and measuring devices, enforce applicable regulations, and sample gasoline and diesel fuel for quality in order to protect the economic interests of consumers and merchants in the State.

Test gasoline dispensers, linear measuring devices, petroleum gas measuring devices, small and large capacity scales, and large capacity meters; check equipment for wear, malfunctioning, or other problems; verify weighing or measuring accuracy with appropriate weights, meters, or measuring standard; record information on report form; calculate allowable tolerance; determine if devices are within compliance; remove and release from service in order to protect the public and business owners from inaccurate scales and measuring devices.

Perform petroleum inspections; visually check advertising and labeling; obtain samples for laboratory analysis, and verify brands are properly registered in order to prevent confusion and fraud, promote fair competition in the industry, and protect the environment from pollution.

Investigate violations and consumer complaints; record available data; complete consumer interview; check devices suspected of malfunctioning; evaluate information obtained; prepare report; recommend corrective actions for restitutions substantiated; collect, preserve and safeguard evidence; and report information to enforcement agencies as appropriate.

Maintain testing equipment and standards; perform preventive and minor maintenance; maintain records of equipment servicing; and test against official State standards to ensure accuracy and proper calibration.

Audit Public Weighmasters; review certificates of weights to verify that transactions are accurately reported and records are properly maintained; and test weighing devices.

Verify prices in retail establishments; ensure that commodity prices reflect the point-of-sale system price.

Prepare and maintain files, records and reports; file inspection documents; record information; document consumer complaints; submit work activity reports; list businesses with weighing and measuring devices; remove obsolete files; and develop an annual inspection schedule, in order to document work completed, account for fees assessed, and plan future activities.

Perform related duties as assigned.

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|---|-----------|----------|--------------|
| <b>WEIGHTS AND MEASURES INSPECTOR IV</b>  | <b>36</b> | <b>C</b> | <b>1.401</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR III</b> | <b>33</b> | <b>C</b> | <b>1.404</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR II</b>  | <b>31</b> | <b>C</b> | <b>1.407</b> |
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### CLASS CONCEPTS

**Weights and Measures Inspector IV:** Under limited supervision, incumbents are responsible for a regional weights and measures inspection program. The incumbents supervise Weights and Measures Inspectors at the I, II, and III levels involved in ensuring that weighing and measuring devices in commercial use in the State are licensed, accurate and suitable for their intended use.

**Weights and Measures Inspector III:** Under general supervision, incumbents supervise fewer than three lower level Weights and Measures Inspectors in a designated geographic area, in addition to performing the full range of duties outlined in the series concept. Incumbents are supervised by a position which may be based at a different location.

**Weights and Measures Inspector II:** Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents provide field training to newly-hired personnel. This is the journey level in the series.

**Weights and Measures Inspector I:** Under close supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the trainee level in the series. Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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### MINIMUM QUALIFICATIONS

#### **INFORMATIONAL NOTES:**

- \* Some positions in this series must operate a diesel truck and trailer. Incumbents in those positions must obtain a Nevada Commercial Driver's License (CDL) within one year of appointment and maintain a current CDL for continuing employment.
- \* ***Positions in this series must obtain and maintain applicable professional certifications issued by the National Institute of Standards and Technology and the National Conference on Weights and Measures (NCWM) as a condition for continuing employment.***

#### **WEIGHTS AND MEASURES INSPECTOR IV**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of technical experience in applying weights and measures regulations; **OR** one year of experience as a [~~Weights and Measures~~] Metrologist **II** or Weights and Measures Inspector III in Nevada State service; **OR** three years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** weighing and measuring devices; businesses which use weighing and measuring devices. **Working knowledge of:** adopted National Institute of Standards and Technology (NIST) Handbook 44 and 133. **Ability to:** use technical test equipment necessary for the proper inspection of weighing and measuring devices; read and interpret technical manuals and adopted handbooks officially used in the examination of weighing and measuring devices; develop procedures and correspond with regulated industries and governmental agencies conducting activities involving weights, measures and petroleum products; perform measurement operations involving customary weights and measures; use metric measurements and make conversions to customary equivalents; supervise personnel; utilize resources effectively; mediate between contending parties; *and all knowledge, skills and abilities required at the lower levels.*

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| <b>WEIGHTS AND MEASURES INSPECTOR IV</b>  | <b>36</b> | <b>C</b> | <b>1.401</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR III</b> | <b>33</b> | <b>C</b> | <b>1.404</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR II</b>  | <b>31</b> | <b>C</b> | <b>1.407</b> |
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### MINIMUM QUALIFICATIONS (cont'd)

#### WEIGHTS AND MEASURES INSPECTOR IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** Weights and Measures policies and procedures. **Working knowledge of:** supervisory principles and techniques; State purchasing policies and procedures; hearing procedures; regulations administered by Weights and Measures.

#### WEIGHTS AND MEASURES INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in applying weights and measures regulations; **OR** two years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application)

**Working knowledge of:** laws covering the operation of a multiple axle truck and trailer; math, physics, and electronics as applied to weights and measures; scale and petroleum systems to enable correct analysis of their operation; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of mass weights; weighing and measuring devices; NIST regulations including Handbook-133 as pertains to package checking and inspections. **Ability to:** apply and enforce weights and measures regulations and procedures; make independent decisions in the field; interpret statutes, rules and procedures; independently investigate and resolve consumer complaints; train lower level inspectors; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Weights and Measures Inspector IV.)*

#### WEIGHTS AND MEASURES INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the inspection, maintenance or installation of mechanical or electrical equipment, one year of which included weighing and/or measuring devices; **OR** one year of experience as a Weights and Measures Inspector I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** weight categories and conversions, such as troy ounce to grams and carats to grains. **General knowledge of:** math, physics, and electronics as applied to weights and measures; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of heavy weights; laws covering the operation of a multiple axle truck and trailer. **Ability to:** plan, schedule and budget time; prepare written reports; properly handle monies assessed and received for State services; explain policies and procedures related to weighing and measuring devices; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Weights and Measures Inspector III.)*

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| <b>WEIGHTS AND MEASURES INSPECTOR IV</b>  | <b>36</b> | <b>C</b> | <b>1.401</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR III</b> | <b>33</b> | <b>C</b> | <b>1.404</b> |
| <b>WEIGHTS AND MEASURES INSPECTOR II</b>  | <b>31</b> | <b>C</b> | <b>1.407</b> |
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**MINIMUM QUALIFICATIONS (cont'd)**

**WEIGHTS AND MEASURES INSPECTOR I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience in the inspection, maintenance or installation of mechanical and/or electrical equipment; **OR** an equivalent combination of education and experience. (*See Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** basic math, physics and electronics as applied to weights and measures; weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids, and handling mass weights; basic mechanical principles; safe and defensive driving techniques. **Ability to:** prepare routine reports and explain procedures and policies; communicate effectively with the public.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Weights and Measures Inspector II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

|                 |                        |                        |                        |                        |
|-----------------|------------------------|------------------------|------------------------|------------------------|
| ESTABLISHED:    | <u>1.401</u><br>7/1/71 | <u>1.404</u><br>6/4/61 | <u>1.407</u><br>6/5/61 | <u>1.410</u><br>6/5/61 |
| REVISED:        |                        |                        | 6/1/63                 |                        |
| REVISED:        |                        |                        |                        | 7/1/63                 |
| REVISED:        |                        | 11/30/64               |                        |                        |
| REVISED:        |                        | 7/1/71                 | 7/1/71                 | 7/1/71                 |
| REVISED:        | 3/1/72                 |                        |                        |                        |
| REVISED:        | 7/2/75R                | 7/2/75R                | 7/2/75R                | 7/2/75R                |
|                 | 5/28/76PC              | 5/28/76PC              | 5/28/76PC              | 5/28/76PC              |
| REVISED:        |                        |                        |                        |                        |
| REVISED:        |                        | 7/27/84-3              |                        |                        |
| REVISED:        | 7/1/87-12              | 7/1/87-12              | 7/1/87-12              | 7/1/87-12              |
|                 | 10/17/86PC             | 10/17/86PC             | 10/17/86PC             | 10/17/86PC             |
| REVISED:        | 7/1/97P                | 7/1/97P                | 7/1/97P                | 7/1/97P                |
|                 | 6/6/96PC               | 6/4/96PC               | 6/4/96PC               | 6/4/96PC               |
| REVISED:        | 3/8/13PC               | 3/8/13PC               | 3/8/13PC               | 3/8/13PC               |
| <b>REVISED:</b> | <b>6/30/15UC</b>       | <b>6/30/15RNC</b>      | <b>6/30/15RNC</b>      | <b>6/30/15RNC</b>      |