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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#32-20

April 7, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – WEIGHTS & MEASURES
INSPECTOR SERIES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than May 5, 2020.

If no written objections are received in this office by May 5, 2020, 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 #18-20
Posting Expires: May 5, 2020

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 and Measures Inspector IV	36	C	<i>1.401</i>	<i>Weights and Measures Inspector IV</i>	<i>36</i>	<i>C</i>
1.404	Weights and Measures Inspector III	33	C	<i>1.404</i>	<i>Weights and Measures Inspector III</i>	<i>33</i>	<i>C</i>
1.407	Weights and Measures Inspector II	31	C	<i>1.407</i>	<i>Weights and Measures Inspector II</i>	<i>31</i>	<i>C</i>
1.410	Weights and Measures Inspector I	29	C	<i>1.410</i>	<i>Weights and Measures Inspector I</i>	<i>29</i>	<i>C</i>

Basis for Recommendation

The Department of Agriculture (DOA), Division of Consumer Equitability has requested a review of the Weights and Measures Inspector Series.

In consultation with Subject Matter Experts from DOA and analysts within the Division of Human Resource Management (DHRM) it was determined that the class concepts at the Weights and Measures Inspector II, III and IV be updated to define and clarify supervisory responsibilities.

Within the Minimum Qualifications, an Informational Note was added to detail the requirement of a valid driver's license. In addition, changes were made to the Education and Experience section at every level to include additional educational equivalencies and to clarify experience required.

These changes will allow for more individuals to qualify thus generating a more robust pool of applicants to choose from.

Throughout the review, management staff within DOA and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by May 5, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: April 7, 2020



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>
WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

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.

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,

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Page 2 of 5

CLASS CONCEPTS (cont'd)

Weights and Measures Inspector IV: (cont'd)

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. *Supervisory duties include but are not limited to performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline.*

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, *supervise lower level Weights and Measures Inspectors in a designated geographic area to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline.* ~~[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 *and may* ~~[-Incumbents]~~ provide field training to newly hired personnel *as needed*. 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.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

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.
- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*
- * Positions in this series must *be able to* 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: *Bachelor's degree from an accredited college or university in science, mathematics, statistics, physics, engineering or a closely related field and three years of experience in the inspection, maintenance or installation of mechanical or electrical equipment which included weighing and/or measuring devices and applying weights and measures regulations; OR Associate's degree from an accredited college of university in science, mathematics, statistics, physics, engineering or a closely related field and four years of experience as described above; OR [G]graduation from high school or equivalent education and [four] five years of [technical] experience as described above;*

WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
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WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR IV (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~[in applying weights and measures regulations];~~ **OR** one year of experience as a Metrologist II or Weights and Measures Inspector III in Nevada State service; **OR** ~~[three]~~ *two* years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and 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.*

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: *Bachelor's degree from an accredited college or university in science, mathematics, statistics, physics, engineering or a closely related field and two years of experience in the inspection, maintenance or installation of mechanical or electrical equipment which included weighing and/or measuring devices and applying weights and measures regulations;* **OR** *Associate's degree from an accredited college or university in science, mathematics, statistics, physics, engineering or a closely related field and three years of experience as described above;* **OR** ~~[G]~~ graduation from high school or equivalent education and ~~[three]~~ *four* years of ~~[technical]~~ experience *as described above;* ~~[in applying weights and measures regulations];~~ **OR** ~~[two years]~~ *one year* of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and 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 IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR II

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in science, mathematics, statistics, physics, engineering or a closely related field and one year of experience in the inspection, maintenance or installation of mechanical or electrical equipment which included weighing and/or measuring devices and applying weights and measures regulations; OR Associate's degree from an accredited college or university in science, mathematics, statistics, physics, engineering or a closely related field and two years of experience as described above; OR [G]graduation from high school or equivalent education and three years of experience as described above; [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 as described above. (See Special Requirement and 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.)

WEIGHTS AND MEASURES INSPECTOR I

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in science, mathematics, statistics, physics, engineering or a closely related field and one year of experience in the inspection, maintenance or installation of mechanical and/or electrical equipment; OR [G]graduation from high school or equivalent education and two years of experience as described above; [in the inspection, maintenance or installation of mechanical and/or electrical equipment;] OR an equivalent combination of education and experience as described above. (See Special Requirement and 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.

WEIGHTS AND MEASURES INSPECTOR IV
WEIGHTS AND MEASURES INSPECTOR III
WEIGHTS AND MEASURES INSPECTOR II
WEIGHTS AND MEASURES INSPECTOR I

36 **C** **1.401**
33 **C** **1.404**
31 **C** **1.407**
29 **C** **1.410**

Page 5 of 5

	<u>1.401</u>	<u>1.404</u>	<u>1.407</u>	<u>1.410</u>
ESTABLISHED:	7/1/71	6/4/61	6/5/61	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
REVISED:	6/30/15UC	6/30/15RNC	6/30/15RNC	6/30/15RNC
REVISED:	6/23/17PC	6/23/17PC	6/23/17PC	6/23/17PC
REVISED:	9/20/19PC	9/20/19PC	9/20/19PC	9/20/19PC
REVISED:	5/5/20UC	5/5/20UC	5/5/20UC	5/5/20UC