

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Director of Weights and Measures

EXAM NO: 61978

SALARY: \$30.02/hr 2022 Hire Rate

EXAM DATE: 11/05/22

ISSUE DATE: 09/07/22

THE FINAL DATE TO FILE APPLICATIONS: 09/22/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/06/22

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Director of Weights and Measures located in the Department of Weights and Measures. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a N.Y.S. registered or regionally accredited two year college with an Associate's degree in engineering science, electrical technology, mechanical technology, mathematics or related technical field **AND** 6 months of full time paid (or the equivalent part time and/or volunteer) experience in one or more of the following: field enforcement of weights and measures law, **OR** repair or inspection of weights or measuring devices, **OR** package weighing and control, **OR** laboratory related work requiring precision weighing and measuring or work related to using similar kinds of mechanical, electrical or digital equipment; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** (4) four years of full-time paid (or the equivalent part-time and/or volunteer) experience in one of the following: field enforcement of weights and measures law; or repair or inspection of weights or measuring devices; or package weighing and control; or laboratory related work requiring precision weighing and measuring; or work related to using similar kinds of mechanical, electrical or digital equipment; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

This class requires extensive travel. Appointees will be required to possess a valid N.Y.S. motor vehicle operator's license at the time of application and maintain such license for the duration of employment, in order to meet the transportation requirements necessary to perform fieldwork responsibilities.

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering and enforcing the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures. The incumbent will take charge of and safely keep the municipal standards as prescribed by statute, and maintain a complete record of work performed. The Director will periodically visit all places of business, buildings or premises to inspect, test and ascertain if weights and measures, weighing and measuring devices and systems and accessories are correct and being used correctly in accordance with State laws, rules and regulations. The work is performed under administrative direction of the County Administrator with technical advise from the State Department of Agriculture and Markets. The Director will supervise Weights and Measures Inspectors. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices;
- Using standard weights and measures determines the accuracy of scales, meters, rules and other measuring devices;
- Using calibrated containers tests fluid measuring devices such as service station gasoline pumps;
- Using standard weights, checks for accuracy: meat, produce, and platform scales;
- Seals those pumps, metering devices and scales when found to be accurate within the allowable tolerances;
- Orders faulty measuring and weighing devices repaired or replaced depending on the condition and reparability, of the devices;
- Responds to consumer complaints by investigation or testing as the occasion demands;
- Examines and checks the net contents of pre-packaged foods to determine the accuracy, and labeling practices;
- Removes, or orders removed from sale those products not meeting the volume, weight or count as declared on the package label;
- May exercise the power of civil compromise when appropriate to settle and correct problems;
- May be required to testify in court in consumer fraud litigation;
- Submits narrative reports of inspections, violations and ordered repairs as required by regulations;
- May supervise and direct the work of part-time or seasonal inspectors;
- Ability to handle weights.

KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the Laws, Rules and Regulations governing a Weights and Measures program;
- Good knowledge of practices and procedures used to inspect, test and ascertain if weighing and measuring devices and systems are correct or being used correctly;
- Good knowledge of investigative techniques;
- Skill in inspecting and testing weighing and measuring devices and systems;
- Ability to read and interpret complex written material, state laws and departmental regulations pertaining to consumer protection;
- Mechanical aptitude and the ability to understand complex mechanical and electrical/digital equipment, its construction, repair and adjustments;
- Ability to make mathematical calculations involving fractions and percentages quickly and accurately;
- Ability to write simple reports;
- The work requires considerable physical effort such as prolonged periods of standing, walking, bending, climbing and frequent lifting of heavy weights;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

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.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Determining the accuracy of scales

These questions are designed to test a candidate's ability to determine if weighing scales are reading accurately and, if not, the extent of error associated with each scale. The candidate is shown a test load and given the weights of single units in the load and must calculate the total weight of the test load. The candidate is also shown two separate scale readings and must determine if either or both readings are fast or slow and by how much.

Knowledge of addition, subtraction, multiplication and division will be necessary. Specific knowledge of weights and scales is not required.

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

- The conversion of weights and measures from the Metric System to the English System and from the English System to the Metric System;
- Types of linear and liquid measuring devices in common use;
- Various types of weighing devices in common use;
- Basic construction and operation of the various types of weighing and measuring devices in common use.

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.

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.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850