

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NE	Job Code:	ACV35881
Job Class Code:	400	Salary Schedule:	AREG
EEO Category:	03	Grade:	19
Workers Comp Code:	9410		

Job Code Established:	11/20/97	Effective Date:	11/20/97
Job Code Revised:	09/19/05	Effective Date:	

JOB CODE SERIES: Criminal Investigation Series

JOB CODE TITLE: WEIGHTS AND MEASURES INVESTIGATOR

HRIS TITLE: WEIGHTS AND MEASURES INVGTR

CHARACTERISTICS OF THE JOB CODE: Works under limited supervision of a Weights and Measures Inspections Supervisor, who has limited contact of no more than an average of once per week. Has the authority to conduct investigations in assigned territory; investigate complaints made to the department concerning violations and, on his/her own initiative, conduct investigations deemed appropriate to develop information relating to prevailing procedures in commercial quantity determination and relating to possible violations, and in order to promote the general objective of accuracy in the determination and representation of quantity in commercial transactions; Has the authority to initiate undercover inspections, take enforcement action needed to stop sale/use, hold or remove commodities or devices from use; recommend civil action; and meet with regulated public, general public, other enforcement personnel, tribal leaders and state and federal officials. This is a journey-level class. Under limited supervision and within an assigned territory, performs investigations of moving companies regarding weight or volume of household goods; of commercial weighing or measuring devices and related programs in the following areas: scales; gasoline (volumetric and motor fuel quality); vapor recovery systems; taxis, price posting, UPC price verification and net contents of packaged goods. Positions requiring a Commercial Driver's License (CDL) perform additional investigations on large capacity scales, cattle scales, and propane meters. Takes enforcement actions; provides general and technical information; and recommends civil action for repetitive non-compliance and/or for major infractions of statutes or rules.

Work product consists of voluntary compliance of the regulated public; completed investigations; reports prepared and submitted; enforceable complaints, decisions and actions; and improved relations with businesses and public. Responsible for assigned territory, performing investigations in a timely, accurate, safe and courteous manner; preparing accurate and timely reports; detecting inaccurate and improper devices and/or packaged products and recommending enforcement actions; and in order to maintain assigned State Metrology Laboratory certified equipment in an operational condition at all times will present the equipment to the laboratory as assigned and if necessary assist the Metrologist in the preparation and calibration of field standards.

EXAMPLES OF DUTIES: Investigates the use of commercial weighing devices of all capacities, multiple configurations of vapor recovery systems, commercial linear measuring and timing devices, net contents of packaged goods at retail, wholesale and point of pack, scanning devices and volumetric measuring devices to determine accuracy, investigates moving companies regarding charges for weight or volume and/or compliance with applicable federal, state, and agency laws, rules, regulations and policies. Operates large scales, cattle scales, or propane meter examination vehicles as assigned. As a result of the investigation issues enforcement actions, including stop use, hold, warning, unlicensed device and removal orders which result in civil penalties being issued. This includes closing businesses until compliance is achieved or fees are paid and conducting follow-up investigations to determine compliance. Records and interprets data to determine compliance. Writes reports of the investigation in a prescribed format and thoroughly understands software programs for recording and researching data. Participates in legal proceedings and prepares through proper collection of data and case documentation

to support legal actions. Exposed to methods of calibration of field standards of mass, volume and length by use of precision balances and National Institute of Standards and Technology traceable standards.

Communicates agency policies and practices to business owners/operators, the public, trade show participants and other interested parties relating to general information or responses to consumer complaints. Speaks at public meetings when requested, or proactively as part of the educational program for voluntary compliance. Investigates consumer complaints by interviewing consumer, reviewing correspondence and examining evidence, determines whether a violation of the law has occurred. Confers with and advises manufacturers of commercial weighing, measuring and/or counting devices to share the results of investigations to ensure their effectiveness and conformance to state standards. Confers with supervisor, presenting and resolving difficult problems, questions, discussing plans and actions to be taken, making decisions. Meets with business owners, managers and employees to educate them on appropriate practices and policies. Works independently from an assigned home base. Drives assigned vehicle to various statewide locations. Performs related work as required.

WORK CONDITIONS: Statewide travel as required with overnight stays away from home base; work can encounter extremes of heat and cold and potentially hazardous conditions using hydraulically operated scales testing equipment, and, exposure to combustible fuels. The job often includes confrontations with licensees while taking enforcement actions or collecting past due fees. Work requires ability to lift and carry heavy (maximum 100 pounds) and bulky objects. Employee's assigned duty station is his/her residence.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal; United States Department of Commerce, National Institute of Standards and Technology (NIST) technical standards, United States Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) regulations for the movement of Household Goods, State; Arizona Revised Statutes Title 41, Chapter 15, Arizona Administrative Code Title 20 Chapter 2, State procurement, personnel, motor pool and risk management rules, Arizona Department of Transportation driving laws and enforcement of mandatory insurance, California Air Resource Board (CARB) requirements, Private; American Society for Testing and Materials (ASTM) for motor fuel quality standards ASTM D-4814 and D-975, local and tribal regulations and policies governing the installation and accuracy of commercial measuring, metering, and weighing devices; CARB regulations relating to multiple configurations of vapor recovery systems, air quality standards and the associated equipment used to ensure compliance; NIST volumetric examination requirements for motor fuel dispensing devices; investigative techniques and methods employed to determine accuracy and compliance of commercial devices, labeling standards, vapor recovery systems; motor fuel quality sampling and the use of portable analyzers of those samples taken at retail, pipelines, storage terminals, and transporters; NIST recognized standards for labeling packaged goods and accuracy of the net contents of packaged products including consumer complaints regarding moving van companies overcharging clients by weight or volume in violation of FMCSA regulations; NIST procedures for investigation of retailer's UPC scanning practices and state regulations for price posting practices to ensure consumers are not harmed; investigative rules, policies and procedures relating to program non-compliance. Knowledge of the legal process, collection and presentation of evidence and case documentation; and; techniques, methods and safety practices used in lifting and carrying heavy objects and a CDL is required for operating special vehicles used in the examination of large capacity scales and propane meters, the legal process, collection and presentation of evidence and case documentation at informal settlement conferences or Administrative Hearings.

Skill in: Operating and calibrating equipment, use of personal computer and digital recording devices as related to job assignment; applying proper techniques, methods and safety practices in lifting and carrying heavy objects or operating special vehicles used in testing large scales; operating and maintaining an assigned motor vehicle.

Ability to: Prioritize work to complete job assignments, investigate or otherwise determine accuracy and compliance of devices, labeling standards, vapor recovery systems, motor/fuel quality and measurement; apply the investigative techniques and methods employed to determine accuracy and correctness of devices, net contents of packaged goods, vapor recovery systems, procurement of motor fuel quality samples taken at retail, pipelines, storage terminals, and transporters. Interpret technical methods and standards as defined in NIST Handbook 44, Handbook 130, and Handbook 133, CARB regulations, ASTM D4814 and D975 motor fuel quality standards Arizona Revised Statutes and Article 20 of the Administrative Code; apply investigative rules, policies and procedures relating to program non-compliance; provide oral presentations to business owners, industry trade shows, public organizations and Department staff as well as written communication techniques; professional and interpersonal relationships as well as dealing with difficult people.

Experience and Education: Typical ways to obtain the KSAs would be:

- Experience equivalent to a Weights and Measures Inspector, including proving proficiency and technical knowledge in the areas of vapor recovery systems, gasoline, volumetric examination and package/scale examination; OR
- Work experience in the set-up, repair or use of measuring devices, e.g. scales, pumps, meters, electronic calibration instruments or petroleum refining or transportation industry.
- College level courses, from an accredited college, university or technical school, with emphasis in mechanical or electrical engineering, metrology, or weights and measurement technology, may substitute for experience on a month-for-month basis.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Must be proficient and possess appropriate certification and/or licensure in at least four areas of investigative work, including, package/scales; gasoline volumetric and motor fuel quality; vapor recovery systems; and scales. A current and valid Arizona driver's license will be required at appointment. A CDL will be required for positions driving large scales, cattle scales or propane vehicles. A medical/physical evaluation is required prior to appointment.