

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**METROLOGY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a metrology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title - Metrology Specialist-2**

Metrology Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Metrology Specialist-3**

Metrology Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

### Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

### Specialist:

Formulates procedures, policies, and guidelines for assigned programs.

Recommends, develops, and implements program goals and plans.

Makes recommendations in areas of expertise.

Develops uniform testing and inspection procedures for enforcement.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the program.

Serves as technical consultant and liaison with industry and governmental agencies.

Plans and coordinates staff training.

Maintains the National Institute of Standards and Technology certification of the state weights and measures laboratory.

Participates, monthly, in problems in calibrations and in exercises in surveillance of standards and equipment, for review and approval by the National Institute of Standards and Technology.

Tests, calibrates, and certifies standards of mass, volume and length for other laboratories, industrial firms and state, county, and city jurisdictions.

Certifies weight, measure, or volume of packaged commodities submitted for determination of net quantity or capacity.

Serves as technical advisor to Weights and Measures Inspectors and field Metrologists.

Serves as an advisor to business and industry on weights and measures and motor fuels quality problems.

Updates laws, regulations, and policies dealing with weights and measures and motor fuels quality.

Conducts non-routine inspections and calibrations in the field, such as slow flow meters and massive storage tanks at distilleries.

Conducts investigations, secures evidence for use in preparing reports, presents evidence, and testifies in court cases related to violations of weights and measures and motor fuel quality laws.

Explains state motor fuel and weights and measures laws to interested persons or parties.

Serves as an expert witness in court cases involving the accuracy of testing equipment and test procedures.

Advises industrial personnel and sealers on proper weights and measures equipment and testing equipment to meet their needs.

Maintains and services small weights and measures equipment used by state sealers, such as over-and under-scales and five-gallon test provers.

Participates in annual technical training schools conducted by the National Institute of Standards and Technology.

Recommends the purchase of equipment for the laboratory.

Conducts special projects and studies.

Maintains records, prepares reports and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the National Institute of Standards and Technology handbook covering specifications, tolerances, and requirements for commercial weighing and measuring devices.

Knowledge of specifications and tolerances of the various classes of mass, volume, and length standards to ensure certification to their proper classes.

Knowledge of the principles of metrology.

Knowledge of applied physics, chemistry, mathematics and computer programs/systems.

Knowledge of motor fuels quality and weights and measures inspection methods and techniques.

Knowledge of state laws pertaining to motor fuels quality and weights and measures.

Knowledge of the various types of weighing and measuring devices and systems in commercial use.

Knowledge of legal evidence and enforcement procedures relative to the work.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to plan a weights and measures and motor fuels quality inspection and enforcement program.

Ability to pass metrologist certification tests and/or other courses and modules conducted by the state, the National Institute of Standards and Technology or other training sources.

Ability to detect irregularities in the operation of weighing and measuring devices and systems.

Ability to maintain records, and prepare reports and correspondence related to the work.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in the physical sciences, mathematics, industrial technology, computer science, engineering or a field related to scientific measurement.

### **Experience**

#### **Metrology Specialist 13**

Four years of experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training equivalent to a Metrologist, including two years equivalent to a Metrologist P11 or one year equivalent to a Metrologist 12.

#### **Metrology Specialist 14**

Five years of experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training equivalent to a Metrologist, including three years equivalent to a Metrologist P11, two years equivalent to a Metrologist 12, or one year equivalent to a Metrology Specialist 13 or Metrologist Manager 13.

### **Alternate Education and Experience**

#### **Metrology Specialist 13 - 14**

Possession of an associate's degree in industrial technology, industrial engineering, metrology, mathematics, physics or a field related to scientific measurement and four years of experience as a Weights and Measures Inspector E10 may be substituted for the education requirement.

### **Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

METROLSPL

### **Job Code Description**

METROLOGY SPECIALIST

**Position Title**

Metrology Specialist-2

Metrology Specialist-3

**Position Code**

METRSPL2

METRSPL3

**Pay Schedule**

H21-014

H21-017

SA

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