

**California Department of Food and Agriculture
Division of Measurement Standards
Branch Chief
Duty Statement**

I. Program/Position Identification

Enforcement of California Weights and Measures laws and regulations is the responsibility of CDFA's Division of Measurement Standards (Division). The Division is comprised of two branches: the Laboratories Branch and the Enforcement Branch. The Division's activities are designed to ensure the accuracy of commercial weighing and measuring devices; verify the quantity of both bulk and packaged commodities; enforce quality, advertising and labeling standards for most fuels, lubricants, and automotive products and of hydrogen as a vehicle fuel and other alternative fuels. Ensuring fair competition for industry and accurate value comparison for consumers are primary functions of the county/state programs. The Division maintains offices in Sacramento, Fresno, and Anaheim.

Under the administrative direction of the Division Director, the incumbent is responsible for the enforcement of the provisions of the Business and Professions Code and the California Code of Regulations as they pertain to the Division of Measurement Standards' programs assigned to the incumbent. The incumbent is responsible for overseeing the work performed by investigative staff based in the Sacramento, Fresno, and Anaheim offices.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Title:	Branch Chief
Working Title:	Branch Chief
License or Other Requirement:	None
Position Number:	018-260-0011-003
Division/Branch:	Measurement Standards/ Enforcement
Location:	Sacramento, CA
Date Prepared:	12/6/23
Work Hours/Shift:	Full-time, 40 hrs/week, Monday - Friday

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 Branch Activities/Personnel/Planning – 40%

- Supervise, direct, and coordinate the performance of investigative staff and supervisors assigned within the Enforcement Branch.
- Evaluate, review, and prioritize branch activities and performance measures to assure compatibility with Division goals and objectives.
- Participate in the selection process of prospective employees that includes ensuring candidates meet Human Resources policies, preparing examination and interview questions, and conducting and participating in interviews of candidates.

Function #2 Budgeting and Expenditure Oversight - 20%

- Direct the Supervising Special Investigators in planning and preparing Branch Unit budgets.
- Direct the regulation and control of expenditures.
- Prepare and/or review administrative and branch documents as needed.

Function #3 Interaction with County Weights and Measures Officials - 15%

- Consult with and aid local weights and measures officials in the performance of Branch activities and in the resolution of problems.
- Coordinate inter-county and state/county activities. Consult with and provide assistance to local weights and measures officials in the performance of program activities and in the resolution of problems, providing and assisting expertise in the interpretation and enforcement of laws and regulation for Weighmaster/Petroleum licensing and Motor Oil Assessment Fees.
- Represent the Department and the Division at meetings of the California Agricultural Commissions and Sealers Association.
- Analyze and prepare decisions on appeals to Hearing Officer decisions on county weights and measures administrative civil penalties.

Function #4 Interaction with Industry and Government - 10%

- Consult with and aid representatives of industry, law enforcement agencies, other federal and state regulatory agencies, and private individuals concerning weighmaster licenses and certificates, motor oil assessment fees, petroleum product advertising, labeling, minimum quality specifications, and other related issues.
- Confer and cooperate with other organizations having a specific interest in branch matters, such as, Environmental Protection Agency, American Society for Testing and Materials (ASTM International), Society of Automotive Engineers (SAE), California Air Resources Board (CARB), Board of Equalization (BOE), National Conference on Weights and Measures (NCWM), National Institute of Standards

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and Technology (NIST), and various organizations representing petroleum, alternative fuels, and weighmaster interests.

- Represents the Department and the Division at meetings and conferences.
- Make presentations before groups.

Function #5 Legislation Analysis/Regulation Preparation - 10%

- Analyze legislation for its effects on the activities of the Branch.
- Evaluate legislative needs and prepare proposals to meet those needs.
- Formulate regulations, procedures, policies, and practices directed at uniform interpretation of weights and measures laws.

B. Non-Essential Functions:

Function #1 Representation of Division/Department - 5%

- Work closely with the Director and Assistant Director in administrative duties.
- Act for the Director and Assistant Director as assigned.
- Perform other duties as required.

III. Work Environment

The duties of this job are performed indoors approximately 90% of the time. The employee's workstation is located inside the main Division of Measurement Standards office building in Sacramento and is equipped with standard office equipment including a personal computer.

Incumbent must be able to establish and maintain effective working relationships with those contacted during the work, work well under pressure, make appropriate decisions and recommendations.

Travel by private, State vehicle, or public transportation to various locations throughout the state may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

IV. Other Information:

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

