

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

METROLOGIST

I. INTRODUCTION

Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to positions which function as a Metrologist at the Department of Agriculture, Trade & Consumer Protection. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which perform comprehensive technical field inspection work in the weights & measures program for a majority of the time and are more appropriately classified as Weights & Measures Inspector.
2. Positions which for the majority of the time provide technical assistance to the weights and measures program as technical or compliance specialist such as: providing support in the organization of inspection and investigative work; designing training programs and managing vehicle scale permit & licensing programs; monitors compliance policy, functioning as a liaison with legal staff, district attorneys or local law enforcement in preparing compliance actions; or developing press releases and are more appropriately classified as Weight & Measures Technical Specialist.
3. Positions which supervise a staff of Consumer Protection Investigators or a staff of Weights & Measures Inspectors and are more appropriately classified as a Consumer Protection Supervisor.
4. Positions which do not meet the statutory definition of supervisor or management in 111.81(19) and 118.81(13), Wis. Stats. and as administered and interpreted by the Wisconsin Employment Relations Commission;

5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into this Classification: Employees enter positions in this classification by competition.

## II. DEFINITIONS

Positions allocated to this classification function as a Metrologist within the state weights and measures laboratory at the Department of Agriculture, Trade & Consumer Protection. Positions allocated to this classification: participate in the management of program technical and business operations within the metrology laboratory; schedule and manage laboratory workload; maintain effective customer relations with laboratory personnel and external customers; develop methods or procedures for calibrating and testing standards and devices submitted for verification; ensure the safe operation, cleanliness and safety of laboratory standards and equipment; maintain and manage the laboratory records, reports and invoices; assist and conduct metrology and metric training; and provide metrology public information, education, and training. The work is performed under general supervision.

In addition, positions will perform functions in one of the following allocations: (1) Chief Metrologist; or (2) Staff Metrologist. Below is a summary of the additional and/or unique work activities performed in each allocation:

**Chief Metrologist** – Maintain the accuracy and integrity of the state’s standards as certified by the National Institute of Standards and Technology (NIST); maintain laboratory accreditation or certification by NIST and compliance with International Organization for Standardization (ISO) guidelines. Develop and maintain a quality assurance program for the verification of standards. Provide technical leadership in areas of metrological measurements and approval of standards used by state and city weights and measures inspectors, registered service companies, private laboratories, industry, and other governmental agencies. This position serves as the technical lead for the program and provides overall management of the technical and business operations within the metrology laboratory, including establishing laboratory reporting procedures, monitoring testing schedules, and overseeing the work activities of persons assigned to work or assist in laboratory procedures.

**Staff Metrologist** – Perform verification of standards submitted to the laboratory to state standards a majority of the time, and provide traceability to National Institute of Standards and Technology (NIST) national standards. Assure compliance with guidelines. Test and calibrate standards of mass, volume, length, temperature, and time for state and municipal officials, service companies and industries. Responsible for approving or rejecting weights and measures standards used in Wisconsin.

## III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 14, 1997 and announced in Bulletin CC/SC-70 to describe the single position which will ensure that the state is in compliance with all regulations as related to weights and measures program. Creation of this classification resulted in the abolishing of the Metrologist Entry and Objective classification series.

The spec was revised December 10, 2006 to expand the job title use for multiple positions to ensure laboratory certification is maintained and to provide back-up support.

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