

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Cosmetology Inspector

SERIES NUMBER

2151

MAJOR AGENCIES

State Board Of Cosmetology Only

EFFECTIVE

06/03/2012

SERIES PURPOSE

The purpose of the cosmetology inspector occupation is to monitor the operations of cosmetology schools & salons (e.g., beauty, esthetics, nail & tanning facilities) to ensure compliance with state laws, rules & regulations & ensure those intending to practice cosmetology have been licensed.

Incumbents administer cosmetology examinations & inspect the various salons & cosmetology schools for compliance with state laws, rules & regulations.

JOB TITLE

Cosmetology Inspector

JOB CODE

21512

PAY GRADE

29

EFFECTIVE

08/02/2009

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of practice of cosmetology & laws, rules & regulations in order to administer cosmetology licensing examinations to qualifying applicants & to inspect operations of cosmetology schools & salons (e.g., beauty, esthetic, nail & tanning facilities) for compliance.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects operations of cosmetology schools & salons (e.g., beauty, esthetic, nail & tanning facilities) for compliance with state laws, rules & regulations verifies current licenses; checks sanitation &/or sterilization of equipment & facilities including restrooms; checks students' daily timesheets & attendance of instructor, books, student exams, students' grades & cosmetology hours) & documents violations & forwards for administrative action when necessary.

Conducts follow-up inspections of facilities where violations were cited; investigates complaints regarding questionable practices; files affidavits; testifies in court; prepares & maintains required reports; provides information to salon owners, cosmetology students & their instructors; communicates with angry public & persons of unlicensed salons; participates on assigned committees; operates personal computer to complete & electronically send inspection reports & to generate & receive electronic mail.

Administers practical & written cosmetology licensing examinations (e.g., to include cosmetology, manicuring, esthetics, written retakes, managers exam & natural hair stylist & hair designer) in accordance with established laws, rules & regulations governing cosmetology & monitors exams in progress (e.g., monitors performance of examinees on grade sheet; maintains confidentiality of examination scores from examinees; instructs & monitors examinees in operation of personal computer for written part of examination; excuses/dismisses examinees from examination room should need occur); registers, orients & instructs applicants prior to cosmetology licensing examination.

Scans answer sheets & transmits to national testing company for scoring; collects, maintains & evaluates statistical data relative to development of examinations & administration; compiles all data required to fully document any examination failures; prepares & submits reports concerning examinations to state board of cosmetology; writes incident reports; reviews & provides proposed changes or comments to board developed cosmetology examinations & provides input on draft changes to procedures or flow/progression/conduct of national (i.e., NIC) examinations; assist with processing and printing daily licenses; assist with continuing education audits at conclusion of renewal period.

Assist in board-offered continuing education classes at board & other locations throughout state of Ohio; administers examinations at off-site locations (e.g., Ohio State Reformatory for Women or schools); assists with orientating & training new inspectors; assists in conducting school tours at board test site; assists in processing renewal applications; assists continuing education administrator in updating data on computer & continuing education forms; assists with routine office duties (e.g., answering phones, stocking supplies, sorting & distributing mail).

MAJOR WORKER CHARACTERISTICS

Knowledge of cosmetology & associated sanitation & safety practices; state laws, rules & regulations governing cosmetology licensing examinations (e.g., manicuring, esthetics, written retakes, managers exam & hair designer examinations) & operations of salons & cosmetology schools (e.g., beauty, esthetic, nail & tanning facilities); public relations. Skill in operation of office equipment (e.g., personal computer, photocopier, scanner)*. Ability to administer valid cosmetology examinations; gather, collate & classify data concerning examinations developed & administered & examination failures; inspect facilities & operators for compliance, cite violations & take appropriate corrective action; handle sensitive & routine contacts with examination applicants, board members, facility/school operators, general public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Current licensure as cosmetologist per section 4713.06 of revised code; 24 mos. exp. as practicing cosmetologist in licensed beauty salon; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Biennial renewal of license per section 4713.11 of revised code. Must pass qualifying proctor exams for computer procedures & re-qualify annually. Certification required to administer NIC practical exams for cosmetology & branches thereof.

UNUSUAL WORKING CONDITIONS

Exposed to blood (e.g., from examinees cutting themselves with scissors or razors); exposed to unsanitary skin & salon conditions; exposed to chemical odors; requires frequent travel in all types of weather conditions; exposed to hostile salon owners & unlicensed salon operators; may be exposed to dogs or other animals at private residences; overnight travel requiring hotel stays may be assigned; work hours and shifts will be consistent with business operations throughout Ohio (e.g. Tuesday-Friday, work week could include Saturdays); work week could include 10 hour days.