

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

Cosmetology Inspector

**SERIES NUMBER**

2151

**MAJOR AGENCIES**

State Board Of Cosmetology Only

**EFFECTIVE**

08/02/2009

**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.

At the lower level, incumbents administer cosmetology examinations & inspect the various salons & cosmetology schools for compliance with state laws, rules & regulations.

At the higher level, incumbents administer & direct operation of state cosmetology examination center & supervise cosmetology inspectors & cosmetology examiners.

**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.

**JOB TITLE**Cosmetology Inspector Trainer &  
Evaluator**JOB CODE**

21513

**PAY GRADE**

30

**EFFECTIVE**

07/01/2001

**CLASS CONCEPT**

The advanced performance level class works under general direction from home headquarters & requires considerable knowledge of practice of cosmetology & extensive knowledge of cosmetology & laws, rules & regulations governing operations of cosmetology schools, salons & tanning facilities in order to provide training & quality assurance assessment for standardized inspection techniques & procedures & inspect operations of cosmetology schools, salons & tanning facilities for compliance & take appropriate corrective action.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Cosmetology Inspector	21512	07	08/02/2009	29

**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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Cosmetology Inspector Trainer & Evaluator	21513	007	07/01/2001	30

**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.)**

Provides training & quality assurance assessment for standardized inspection techniques & procedures (e.g., provides training conferences & sessions to all cosmetology inspectors; develops training objectives, lesson plans, procedures, guides & manuals; conducts official training presentations for cosmetology board & general public; conducts annual field observations & assessments with each inspector &/or prepares written correspondence & reports on training & evaluation requirements for cosmetology inspection policies & procedures), & inspects operations of cosmetology schools, beauty salons & tanning facilities for compliance with state laws, rules & regulations (e.g., checks licenses to ensure they are current; checks sanitation & sterilization of combs, brushes &/or equipment; checks facilities, to include restrooms, for cleanliness & sanitation; checks students' education records & student/instructor ratio), notes violations & conducts follow-up inspections of facilities where violations were cited.

Investigates complaints regarding questionable practices; files affidavits & testifies in board hearings.

Prepares & submits daily, weekly, monthly & special reports; maintains files on all schools, salons & training facilities; assists in preparing & administering licensing examinations, practical & written tests & special projects; serves as technical expert on special committees & panels.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of cosmetology & associated sanitation & safety practices; state laws, rules & regulations governing operations of salons, tanning facilities & cosmetology schools; training & development procedures\*; public speaking; effective communication techniques. Ability to inspect facilities & operations for compliance, cite violations & take appropriate corrective action; handle sensitive & routine contacts with facility/school operators, general public & government officials; write & deliver training information.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Current, active licensure as managing cosmetologist per section 4713.02 of revised code; 2 yrs. exp. as Cosmetology Inspector, 21512; must be able to provide own transportation.

-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.

**UNUSUAL WORKING CONDITIONS**

Not applicable.