

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

Cosmetology/Barber Inspector

**SERIES NO:**

2151

**MAJOR AGENCIES**

Cosmetology and Barber Board Only

**EFFECTIVE DATE:**

09/29/2019

**SERIES PURPOSE:**

The purpose of the cosmetology and barber inspector occupation is to monitor the safety, infection control & licensing compliance of individuals & businesses licensed under Chapters 4709 & 4713 of Ohio Revised Code & Chapter 4713 of Ohio Administrative Code. Administer practical & theory examinations under scope of practice of cosmetology or barbering under sections of 4713 & 4709 of Ohio Revised Codes in order for students to obtain licensure.

**JOB TITLE**

Cosmetology/Barber Inspector

**JOB CODE**

21511

**PAY GRADE**

29

**EFFECTIVE**

9/29/2019

**CLASS CONCEPT**

The full performance level class works under direction & requires considerable knowledge of practice of cosmetology or barbering in order to inspect licensed & permitted facilities as defined in chapters 4713 & 4709 of Ohio Revised & Administrative Codes &/or administer practical & theory examinations under scope of practice of cosmetology & barbering under sections of 4713 & 4709 of Ohio Revised & Administrative Codes.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Cosmetology/Barber Inspector	21511	07	09/29/2019	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.)**

Conducts routine inspections for infection control, safety & licensing compliance of individuals & businesses licensed under chapters 4709 & 4713 of Ohio Revised & 4713 of Ohio Administrative Codes; Conducts required follow-up inspections when violation(s) are cited during an inspection; Conducts complaint-based inspections as assigned by supervisor; Operates portable computer to complete inspections, prepare reports & testifies in adjudication hearings when requested; Aids in informing licensees when changes to Board laws, rules, policies & procedures take place; maintains assigned state-owned vehicle, reports needed maintenance & submits gas logs/receipts monthly; assist in training new personnel.

&/OR

Administers practical & theory licensure examinations as required under Chapters 4709 & 4713 of Ohio Revised Code for students to obtain licensure; Prepares daily examination rooms, student roster & final testing results; uses computer system to complete student admission to examination requirements; monitors examination system for accuracy; Routinely reviews testing information packet for accuracy; Serves as liaison to licensed schools in order to provide information to instructors & students regarding examinations, required submissions; Board laws, rules, policies & other information; conduct monthly audit of required school submissions; operates portable computer to administer examinations; may conduct routine inspections.

Communicates with licensees of board & general public; generates & receives e-mail communication, participates on committees of Board as requested.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of cosmetology/barbering & associated safety & infection control practices, rules & regulations governing the operation of licensed businesses; practical and theory examinations\*; public relations; Skill in operation of office equipment (e.g., portable computer). Ability to conduct inspection of licensed businesses, cite violations, and take appropriate action\*, handle sensitive & routine interaction with licensees of the Board, the general public, and government officials. Maintain accurate records; prepare concise & accurate reports based on observations during an inspection or examination.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current licensure as a Cosmetologist per chapter 4713 of the Ohio Revised Code or current licensure as a Barber per chapter 4709 of the Ohio Revised Code; valid driver's license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Complete Continuing Education & maintain current active license as required under chapters 4709 & 4713 of Ohio Revised Code.

**UNUSUAL WORKING CONDITIONS:**

Requires frequent travel in all types of weather conditions; exposed to hostile salon/shop owners & unlicensed salon/shop operators; may be exposed to dogs or other animals at private residences.