

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BARBER/COSMETOLOGIST

JOB DESCRIPTION

Employees in this job perform a variety of barbering services, cosmetology services, and related treatments. The work involves frequent contact with residents of mental health facilities or prisoners in correctional facilities.

There are three classifications in this job.

Position Code Title - Barber Cosmetologist-E

Barber/Cosmetologist 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of Barber/Cosmetologist duties while learning the policies and procedures of the facility and appropriate methods of interacting with residents or prisoners.

Barber/Cosmetologist E8

This is the experienced level. The employee performs a full range of assignments using independent judgment in applying methods and procedures.

Position Code Title - Barber Cosmetologist-A

Barber/Cosmetologist 9

This is the advanced level. The employee serves in one of two capacities. As a lead worker, the employee oversees and coordinates the work of two or more Barber/Cosmetologists or prisoners who are barbers or cosmetologists; or, the employee has sole responsibility for the Barber/Cosmetology program of a facility which includes planning, developing, coordinating, and implementing all barbering and cosmetology services.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Cuts hair using tools of the trade with responsibility for the safekeeping of tools and equipment.

Gives shampoos, permanent waves, sets, manicures, pressings, scalp treatments; tints and bleaches hair; styles hair; etc.

Cleans and sterilizes combs, brushes, and other equipment; sharpens barber tools; and maintains sanitary conditions in the shop.

Shaves male residents or prisoners as required.

Maintains records and prepares reports of services provided.

Develops and maintains a schedule of appointments for hair care.

Escorts residents to and from the barber or beauty shop, or may perform barbering or cosmetology duties in the resident units.

Assists residents or prisoners in learning and practicing proper grooming skills.

Orders supplies and equipment as authorized.

May apply makeup to female residents or prisoners.

Performs related work as assigned.

Additional Job Duties

Barber/Cosmetologist 9 (Lead Worker)

Provides training to developing employees and gives technical assistance to address problems.

Schedules, coordinates and makes work assignments of Barber/Cosmetologists and oversees work performance with responsibility for the quality and efficiency of services.

Barber/Cosmetologist 9 (Senior Worker)

Develops and oversees the facility Barber/Cosmetology program establishing goals, plans, and procedures.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the behavior and needs of patients and prisoners.

Knowledge of the methods and equipment used in cutting and styling hair.

Knowledge of methods for safeguarding tools and equipment.

Knowledge of the methods and equipment used in giving hair treatments.

Knowledge of the sanitary practices and safety precautions necessary to the work.

Knowledge of behavior management methods.

Skill in the use of barbering or cosmetology tools, equipment, and chemicals.

Ability to follow oral and written instructions.

Ability to work tactfully and diplomatically with others, including residents or prisoners.

Ability to keep tools sterile and in good working order.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Barber/Cosmetologist 9 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to determine work priorities and to assign, coordinate, oversee and evaluate the work of others.

Ability to organize and coordinate the work of the unit.

Barber/Cosmetologist 9 (Senior Worker)

Ability to plan and operate a Barber/Cosmetology program at a facility.

Working Conditions

Some jobs require direct contact with residents, prisoners, and patients in correctional, mental health, juvenile detention, and hospital facilities.

Some jobs require travel

Some jobs require an employee to work in adversarial situations

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors

Some jobs require an employee to work in a hostile environment

Some jobs require an employee to work where there is a significant chance of injury

Physical Requirements

The job duties require an employee to stand for long periods of time while providing services to residents or prisoners.

The job duties require an employee to work under stressful conditions

Education

Education typically acquired through completion of high school.

Experience

Barber/Cosmetologist 7

No specific type or amount is required.

Barber/Cosmetologist E8

One year of experience equivalent to a Barber/Cosmetologist 7.

Barber/Cosmetologist 9

Two years of experience equivalent to a Barber/Cosmetologist, including one year equivalent to a Barber/Cosmetologist E8.

Special Requirements, Licenses, and Certifications

Michigan licensure to practice barbering or cosmetology.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BARBCOSM

Job Code Description

BARBER/COSMETOLOGIST

Position Title

Barber Cosmetologist-E

Barber Cosmetologist-A

Position Code

BARCOSME

BARCOSMA

Pay Schedule

U11-007

U11-009

04/09/2017