

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

BARBER/COSMETOLOGIST

JOB DESCRIPTION

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

Position Code Title - Barber Cosmetologist-E

Barber/Cosmetologist 7

This is the intermediate level. The employee performs an expanding range of Barber/Cosmetologist assignments in a developing capacity.

Barber/Cosmetologist E8

This is the experienced level. The employee performs a full range of Barber/Cosmetologist assignments and uses independent judgement to make decisions in specific work situations.

Position Code Title - Barber Cosmetologist-A

Barber/Cosmetologist 9

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level Barber/Cosmetologists or prisoners, and performing experienced level Barber/Cosmetologist assignments; or as a senior worker with sole responsibility for the Barber/Cosmetology programs of a facility which includes planning, developing, coordinating, and implementing all barbering and cosmetology services.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Cuts hair using tools of the trade.

Shampoos and styles hair; gives permanent waves and scalp treatments, applies relaxers, and sets, manicures, presses, colors, tints, and bleaches hair.

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

Shaves or trims residents or prisoners facial hair.

Maintains appointment schedules, records, and reports related to the work.

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

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

Requisitions supplies and materials.

Applies makeup to residents or prisoners.

Performs related work and other tasks as assigned.

Additional Job Duties

Barber/Cosmetologist 9 (Crew Leader)

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

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 methods, techniques, materials, tools, and equipment used in the work.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of behavior management methods.

Skill in the use of tools and equipment of barbering and cosmetology.

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

Ability to keep tools sterile and in good working order.

Ability to prepare and maintain records related to work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Barber/Cosmetologist 9 (Crew Leader)

Ability to train and oversee the work of others.

Ability to prioritize, 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

The job requires 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 or a hostile environment.

Some jobs require an employee to be exposed to unpleasant and noxious fumes and odors.

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.

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.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Michigan licensure to practice barbering or cosmetology.

See individual position descriptions for other requirements.

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

RS

11/24/2024