

**Department of Consumer Affairs**

Position Duty Statement

HR-41 (Revised 7/2015)

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| <b>Classification Title</b>             | <b>Board/Bureau/Division</b>                     |
| Inspector II, Dept. of Consumer Affairs | Board of Barbering and Cosmetology               |
| <b>Working Title</b>                    | <b>Office/Unit/Section / Geographic Location</b> |
| Salon Inspector II                      | Inspections Unit / Alameda                       |
| <b>Position Number</b>                  | <b>Name and Effective Date</b>                   |
| 636-110-8833-041                        |  |

General Statement: Under the general direction of the Board of Barbering and Cosmetology (Board) Staff Services Manager I (SSM I), the Inspector II is responsible for conducting targeted (directed), initial, and random inspections of establishments, preparing inspection reports, and participating in legal proceedings pertaining to inspections. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]**

**60% (E) Field Inspections**

Plans, organizes, and conducts the more difficult unannounced inspections of establishments and schools of cosmetology, barbering, and electrology to determine compliance with the Board’s laws and regulations governing their operation. Identifies and reviews violations with establishment owners and licensees and issues inspection reports. Educates establishment owners and licensees on how to correct violations by explaining rules and regulations and providing resource materials. (35%)

Independently conducts the more difficult directed inspections of establishments in which the Board’s Enforcement Unit has received a consumer complaint regarding health and safety violations, unlicensed activity, or other violation. Identifies and documents violations on inspection reports. Conducts the more difficult initial and follow-up visits with licensees subject to disciplinary action to determine compliance with the order of suspension or other terms of probation. (25%)

**30% (E) Inspection Administration**

Maintains daily records of inspections, along with other supporting documentation related to inspections. Completes daily, weekly, and monthly travel logs and receipts. Scans and labels evidence photos and mails weekly paperwork to the SSM I for review. Prepares detailed declarations and detailed supplemental reports to support inspection reports. Independently prepares daily travel plans to meet the Board’s mandate of targeted and random inspections.

Testifies in court or administrative hearings regarding evidence gathered during inspections and investigations. Assists the Department of Consumer Affairs’ Division of Investigation (DOI) investigators on Board related enforcement investigations. Obtains court records and other documentation related to the case. Assists with interviewing subjects involved in the case.

**10% (E) Training**

Conducts ride-alongs and provides hands-on training to the Inspector I. Provides guidance on work methods, Board policies, and inspection procedures. Assists the SSM I with reviewing the work of the Inspector I.

**B.** Supervision Received

**C.** The Inspector II is under the direction of the SSM I and may also receive direction from the SSM II, Deputy Executive Officer, and the Executive Officer.

**D.** Supervision Exercised

None.

**E.** Administrative Responsibility

None.

**F.** Personal Contacts

The Inspector II has daily contact with Board licensees and consumers. Additionally, daily contact is maintained with the Supervising Inspector and all levels of staff within the Board, specifically the Inspection and Enforcement Program. The Inspector II has occasional contact with the Division of Investigation investigators and staff from other law enforcement agencies.

**G.** Actions and Consequences

Failure to accurately document and report information based on written, verbal, and visual observations may jeopardize the integrity of active enforcement cases and the safety of consumers.

**H.** Functional Requirements

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. Travel by state vehicle within an assigned area is required daily. The incumbent works 40 hours per week with approximately 75% of their time in the field, which includes remaining in a stationary position and driving. During inspections, the incumbent will need the ability to walk reasonable distances, bend, stoop, reach, may have to work in small spaces, and may be exposed to strong odors of chemicals used in salons. The inspector will conduct inspections in their assigned area but may be required to travel anywhere in the state. Overnight travel may be required. Weekend, evening work, and overtime may be required. Possession of a valid California Driver License is required.

**I.** Other Information

This is a home based, field position. The incumbent will be assigned a state vehicle, laptop computer, printer, cell phone, and other tools, supplies, and equipment necessary to perform the required job duties. The incumbent must be familiar with State laws, rules, and regulations pertaining to individuals and businesses performing cosmetology, barbering, and electrology services. The incumbent must have the ability to determine if violations of Board laws, rules, and regulations exist and issue citations and assess fines accordingly. The incumbent must have the ability to accurately document and report information based on both written and verbal observations. The incumbent should have keenness of observation and a neat personal appearance. The incumbent should possess excellent

communication skills which enable them to effectively consult with and advise licensees and consumers on Board laws and regulations.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature Date

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Employee's Printed Name, Classification

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature Date

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Printed Name, Classification

**Revised: 07/2024**

## Department of Consumer Affairs

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| <b>Classification Title</b>            | <b>Board/Bureau/Division</b>                     |
| Inspector I, Dept. of Consumer Affairs | Board of Barbering and Cosmetology               |
| <b>Working Title</b>                   | <b>Office/Unit/Section / Geographic Location</b> |
| Salon Inspector I                      | Inspections Unit / Alameda                       |
| <b>Position Number</b>                 | <b>Name and Effective Date</b>                   |
| 636-110-8834-XXX                       |  |

General Statement: Under the direction of the Board of Barbering and Cosmetology (Board) Staff Services Manager I (SSM I), the Inspector I is responsible for conducting targeted (directed), initial, and random inspections of establishments, preparing inspection reports, and participating in legal proceedings pertaining to inspections. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]**

**60% (E) Field Inspections**

Conducts random and unannounced inspections of establishments and schools in which cosmetology, barbering, and electrolysis services are performed to determine compliance with Board laws and regulations. Identifies and documents violations on inspection reports. Captures photographic evidence of violations found. Consults with establishment owners and licensees to determine causes of violations. Educates establishment owners and licensees on how to correct violations by explaining rules and regulations and providing resource materials. (45%)

Conducts directed inspections of establishments in which the Board's Enforcement Unit has received a consumer complaint regarding health and safety, unlicensed activity, or other violation. Conducts follow-up inspections with licensees subject to disciplinary action to determine compliance with orders of suspension or other terms of probation. (15%)

**40% (E) Inspection Administration**

Maintains daily records of inspections, along with other supporting documentation related to inspections. Completes daily, weekly, and monthly travel logs and receipts. Scans and labels evidence photos and mails weekly paperwork to the SSM I for review. Prepares detailed declarations and detailed supplemental reports to support inspection reports.

Testifies in court or administrative hearings regarding evidence gathered during inspections and investigations. Assists the Department of Consumer Affairs' Division of Investigation (DOI) investigators on Board related enforcement investigations.

**B. Supervision Received**

The Inspector I is under the direction of the SSM I and may also receive direction from the SSM II, Deputy Executive Officer, and the Executive Officer.

C. Supervision Exercised  
None.

D. Administrative Responsibility  
None.

E. Personal Contacts  
The Inspector I has daily contact with consumers, licensees, and all levels of Board staff. The Inspector I has occasional contact with DOI investigators and other state and local law enforcement agencies.

F. Actions and Consequences  
Failure to accurately document and report information based on verbal and visual observations may jeopardize the integrity of active enforcement cases and the safety of consumers.

G. Functional Requirements  
The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. Travel by state vehicle within an assigned area is required daily. The incumbent works 40 hours per week with approximately 75% of their time in the field, which includes remaining in a stationary position and driving. During inspections, the incumbent will need the ability to walk reasonable distances, bend, stoop, reach, may have to work in small spaces, and may be exposed to strong odors of chemicals used in salons. The inspector will conduct inspections in their assigned area but may be required to travel anywhere in the state. Overnight travel may be required. Weekend, evening work, and overtime may be required. Possession of a valid California Driver License is required.

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This is a home based, field position. The incumbent will be assigned a state vehicle, laptop computer, printer, cell phone, and other tools, supplies, and equipment necessary to perform the required job duties. The incumbent must be familiar with state laws, rules, and regulations pertaining to individuals and businesses performing cosmetology, barbering, and electrology services. The incumbent must have the ability to determine if violations of Board laws, rules, and regulations exist and issue citations accordingly. The incumbent must have the ability to accurately document and report information based on both verbal and visual observations. The incumbent should possess excellent communication skills which enable them to effectively consult with and advise licensees and consumers on Board laws and regulations. The incumbent should have keenness of observation and a neat personal appearance.

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**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee's Printed Name, Classification

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name, Classification

**Revised: 07/2024**