

**CLASS TITLE: CHIEF FIELD INSPECTOR
(BOARD OF HAIRDRESSING)**

Class Code: 02268500

Pay Grade: 20A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Board of Hairdressing in the proper administration of the laws, rules and regulations governing hairdressing in the state; to supervise a program of inspections of all hairdressing schools, beauty salons and manicuring salons; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Board of Hairdressing with wide latitude for the exercise of independent judgment.

SUPERVISION EXERCISED: Assigns, coordinates and reviews the work of inspectional personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Board of Hairdressing in the proper administration of the laws, rules and regulations governing hairdressing in the state.

To supervise a program of inspections of all hairdressing schools, beauty salons and manicuring salons as to location, surroundings, sanitation, operating conditions, license status and other factors covered in laws, rules and regulations.

To assign inspections to the staff, and to review results for conformance to laws, rules and regulations.

To interpret various regulations for staff members and appropriate persons in the inspected shops and schools.

To investigate all complaints received by the Board of Hairdressing.

To consult with and to recommend to appropriate persons those improvements, alterations, modifications and/or changes required to conform to established standards.

To prepare and submit written reports concerning inspections and to maintain records of inspections and their results.

To properly document and present the results of all investigations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the regulations, rules and laws governing hairdressing schools, beauty salons, manicuring salons and their workers and students; the ability to supervise a staff engaged in such inspections; the ability to interpret laws, rules and regulations governing hairdressing; the ability to establish and maintain effective working relationships with persons in the hairdressing industry; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by completion of the prescribed courses in an approved school of hairdressing; and

Experience: Such as may have been gained through: employment as a full-time, paid, licensed hairdresser.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess a license issued by the State Board of Hairdressing and must maintain such licensure as a condition of employment, as well as be eligible to manage a shop.

Class Revised: December 22, 1985

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