

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35572
Job Class Code:	400	Salary Schedule:	AREG
EEO Category:	03	Grade:	16
Workers Comp Code:	7720		

Job Code Established:	11/01/98	Effective Date:	
Job Code Revised:	06/30/04	Effective Date:	

JOB CODE SERIES: Board of Cosmetology Series

JOB CODE TITLE: COSMETOLOGY INSPECTOR

HRIS TITLE: COSMETOLOGY INSPR

CHARACTERISTICS OF THE CLASS: Performs complex inspections of salons and employees to ensure compliance with state laws and rules particularly in the area of infection protection and consumer safety; ensures the rights of all licensees by informing them of their rights during and after inspection; instructs and informs licensees of law changes and other requirements for salons, cosmetologists, nail technicians, and aestheticians during inspections.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Individual positions may be responsible for some or all of the listed duties and/or other related duties. Responsible for conducting inspections to assure that salon premises and practices meet state standards. Interpret and apply laws and rules during inspections, carry out enforcement activities as authorized, instruct licensees in correct procedures of practice. Interview licensees and witnesses, examine evidence, and recommend dispositions. Determine if a violation of law has occurred, prepare written reports and follows up if necessary. Responsible for composing and writing detailed reports on all inspections. Determines satisfactory/unsatisfactory grades in line with established procedures; recommend disposition of complaints; prepare schedules of inspections; may assist in training new inspectors; testifies in Board hearings or before an Administrative Law Judge; may assist in more complex investigation; access information from database and enters inspection information from the field. Individual positions may be responsible for some or all of the listed duties and/or other related duties.

WORK CONDITIONS: As required, travel throughout the State daily, works alone and sometimes isolated areas. May work with irate licensees/public, and be occasionally exposed to unsafe chemical usage.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: State and Agency laws, rules, regulations and policies governing inspections; knowledge of rights of the licensees, safe practices for salons, cosmetologists, nail technicians, and aestheticians, and have knowledge of inspection techniques concerning the cosmetology industry.

Skill/Ability to: Applying techniques of preliminary investigations, inspecting for sanitary/safety conditions, interviewing and interrogating techniques, and interpersonal/oral/written communication. Conduct thorough and unbiased inspections in a timely and efficient manner, maintain/represent agency in a professional manner, and determine violations and the need to conduct preliminary investigations.

SPECIAL SELECTION FACTORS: Must be licensed by the Arizona Board of Cosmetology; and hold a current and valid Arizona driver's license. Two years experience in the cosmetology industry, on the job training, or have attended cosmetology school. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.