STATE OF COLORADO
July 2015

BARBER/COSMETOLOGY

D8A1TX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses one level in the Labor, Trades, and Crafts Occupational Group and describes work in the barbering and cosmetology field. Positions provide personal grooming services to clients in state institutions. Services include shampooing, cutting, styling, waving, and coloring hair; shaving and trimming facial hair; facial treatments and manicures; and treating scalp disorders or hair problems. Per statute, a license is required for positions in these classes.

BARBER/COSMETOLOGIST D8A1TX

CONCEPT OF CLASS

This class describes the fully-operational barber/cosmetologist. Positions operate independently in performing the full range of personal grooming services. Work requires determining solutions to the full range of practical problems. Judgment is used on an ongoing basis to select and apply the most appropriate guidelines and adapt them to develop work procedures that accomplish the tasks. Work includes scheduling appointments, maintaining and purchasing supplies, and ensuring adequate security and safety of clients and staff in some settings. Assignments may not move beyond this level.

FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study client information to determine what it means and how it fits together in order to get practical solutions to problems and tasks. Guidelines in the form of specified processes, techniques, and methods exist for most situations.

Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, discussion concerning hair care and differing styles may be necessary before completing the cut or permanent that pleases the client.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Updated and removed the purpose of contact 6.30.2015
Effective 7/1/00 (DLF). Barber/Cosmetology Examiners I and II (D8A2-3) abolished as part of the annual elimination of unused classes. Published proposed 4/00.
Effective 7/1/99 (KKF). LTC consolidation study. Barber (D4A1) abolished as vacant. Cosmetologist (D4E1) and Barber/Cosmetology Examiner (D4B1 and D4B2) consolidated into one series (D8A). Draft published 3/31/99 and proposed 5/24/99
Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published as proposed 4/26/93.
Revised 7/1/84. Barber and Cosmetologist updated class due to cyclical review.
Revised 7/1/82. Barber/Cosmetology Examiner title changed (A7004).
Created 9/1/77. Cosmetology License Examiner (A7020) and Supervising Cosmetology License Examiner (A7022).
Created 1/1/75. Barber, Barber/Cosmetology Inspector (A7004), and Cosmetologist.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Line/Staff Authority
Barber/Cosmetologist	Defined	Patterned	Indiv. Contributor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services