

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Cosmetology Inspector**

**Class Code: 60275**

**Pay Grade: GG**

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### **A. Purpose:**

Inspects beauty and nail salon operations, educates owners and staff, and investigates complaints to ensure the protection, safety, and health of the public utilizing these facilities.

### **B. Distinguishing Feature:**

The Cosmetology Inspector inspects beauty and nail salons for compliance with state health and safety codes and reports violations to the commission.

The State Inspector conducts a variety of inspections on businesses and public facilities, completes appropriate reports, and reports inspection findings and violations to agencies with regulatory authority.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Inspects new and existing cosmetology and nail businesses to ensure and promote compliance with cosmetology laws and rules, safety and sanitation regulations, and to promote professionalism and stability in the industry.
  - a. Checks for the correct licenses or permits.
    - i. Requests the salon owner and/or technician post their license.
    - ii. Contacts Cosmetology Commission office to verify license validity.
  - b. Collects fees and applications when necessary.
  - c. Reviews how new operators and/or technicians are supervised by licensed managers.
    - i. Looks for the presence of the owner or manager/operator.
    - ii. Talks to the new operator and/or technician to check familiarity with requirements.
  - d. Examines sanitation practices for equipment and supplies.
  - e. Determines if ventilation and exhaust systems are operational.
  - f. Reviews the use and storage of non-hazardous and hazardous chemicals.
  - g. Ensures proper disposal of un-sanitized supplies, chemicals, or blood.
  - h. Inspects for the availability of fire extinguishers, first aid equipment, electrical receptacles, restrooms, condition of plumbing, and exits.
    - i. Verifies square footage requirements per licensee.
    - j. Examines the general cleanliness and physical condition of the facility and equipment.
  - k. Inspects new salons within ninety days of permit licensure.
  - l. Prepares written reports on all inspections.
    - i. Documents and discusses inspection discrepancies and violations.
    - ii. Recommends corrective action to owners, licensees, and the Cosmetology Commission .
  - m. Conducts follow-up compliance inspections and prepares reports.
2. Investigates complaints or violations made against salon owners, operators, or technicians to gather the facts and ensure compliance with state laws.
  - a. Reviews complaints or violations.
  - b. Distributes complaint reports.
  - c. Interviews witnesses.

- d. Visits the individual, salon, or site and takes photographs.
  - e. Documents all witness interviews, facts, observations, and findings of the violation for the committee to review.
  - f. Serves as a witness and gives testimony in legal cases.
3. Provides information to and educates cosmetologists, nail technicians, salon owners, school instructors and owners, and the public to provide accurate and up-to-date information regarding laws and rules which promotes voluntary cooperative compliance with all safety and sanitary laws and regulations.
    - a. Provides information and answers questions.
    - b. Attends the annual instructors seminar.
  4. Administers the national practical examination and the state laws examination to cosmetologists, nail technicians, and reciprocity applicants to ensure they are properly trained and skilled to operate under applicable laws.
    - a. Attends a yearly national examiner training session to be certified to administer the national practical examination.
    - b. Attends other training sessions regarding safety and sanitation methods.
    - c. Administers or observes the national practical examination twice a year.
    - d. Administers the state laws examination as necessary.
  5. Supervises apprenticeships through on-site visitations to ensure compliance with the appropriate laws and rules.
    - a. Interviews, with a Commission member, all prospective apprentices and instructors before the apprenticeship is started.
    - b. Reviews workbooks, examinations, and the practical work of apprentices.
    - c. Monitors timesheets and documented curriculum assignments monthly.
    - d. Guides instructors and salon managers through curriculum.
    - e. Reviews lesson plans ensuring the owner has planned 300 hours of training over eighteen months.
    - f. Ensures adequate instructor supervision of apprentices.
    - g. Observes apprentices once a month and discusses rules and procedures.
  6. Inspects beauty schools for compliance with cosmetology laws and rules that pertain to schools, safety, and sanitation in the schools.
    - a. Inspects instructional stations and equipment for safety and sanitation.
    - b. Points out sanitation violations to instructors.
    - c. Ensures the presence of required pieces of equipment and supplies as specified by law.
    - d. Ensures adequate supervision of students during different phases of training.
    - e. Reviews, with administrators, changes in or new information on safety, sanitation, health laws, and rules.
  7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to the executive director of the Cosmetology Commission, may assist in training a new inspector.

## **E. Challenges and Problems:**

Challenged in scheduling inspections. This is difficult when a series of inspections scheduled and they come across a salon with several and very serious violations or problems. The positions are also challenged when a salon fails an inspection more than once. This is difficult because of the need to work with the salons and technicians in order to get them to understand and comply with the laws and dealing with some licensees who have no intention of complying.

Typical problems include maintaining positive working relationships with salon licensees; ensuring licensees adhere to proper policies and procedures when inspections are only done annually; completing inspections within established timeframes; learning and keeping up-to-date with new rules, policies, and procedures; inspecting establishments that are only operated on an on-call basis; determining if complaints are valid; obtaining information from a witness that may be hostile or uncooperative; obtaining evidence legally when an individual is illegally working out of their home without the proper license; being up-to-date and knowledgeable in cosmetology or nail information; learning all the specific task lines that an applicant is scored on for the national practical examination; calibrating scoring with other examiners; scheduling time to administer state laws examinations requested by reciprocity applicants; dealing with administrators and instructors who feel they should not change their teaching methods to comply with cosmetology laws and rules; and promoting cooperation and compliance with state laws and rules.

## **F. Decision-making Authority:**

Decisions made include whether to pass a salon or operator/nail technician, the corrective requirements for a salon or operator/nail technician, interpretation of cosmetology laws and rules, determining if equipment presents a health or safety hazard to the public, scheduling inspections and re-inspections, whether to file a violation report due to non-compliance, whether a complaint can be resolved without filing a report, the manner in which to provide information, whether an applicant has passed a certain task in the practical examinations, scheduling and administering reciprocity examinations or retakes of laws/rules examinations, whether a school passes their bi-annual inspection, and if students are being properly supervised.

Decisions referred include whether additional information or investigation is needed in non-compliance issues, how to deal with unusual situations or problems, approval of travel costs and other costs associated with inspections, the type of warning letters to be sent out, what legal action will be taken against an owner or individual, approval of training, when the national practical examinations will be administered, what legal action to take for non-compliance with apprentice laws and rules and for schools failing inspections or not teaching required curriculum, and what issues should be brought before the commission.

## **G. Contact with Others:**

Daily contact with licensed cosmetologists, nail technicians, and the public for inspections or to provide information; monthly contact with reciprocity applicants, apprentices, or retake applicants to administer examinations; bi-annual contacts with applicants for the national practical examinations; and occasional contact with school official and students for inspections and to provide information, occasional contact with commissioners at meetings to report on violations, and occasional contact with apprentices and senior instructors to give and receive information.

## **H. Working Conditions:**

Required to travel extensively to conduct inspections and investigations with occasional contact with belligerent, non-cooperative, or threatening people.

## **I. Knowledge, Skills and Abilities:**

Knowledge of:

- applicable laws, rules, regulations, and ordinances regarding cosmetology and related state health and safety codes;
- pertinent salon equipment and facilities and their use.

Ability to:

- conduct inspections;
- write concise and accurate reports;
- establish and maintain effective working relationships with salon owners, their staff, and the public;
- deal tactfully with others;
- conduct investigations;
- communicate information clearly and concisely;
- read and interpret rules and regulations.

## **J. Licensure and Certification:**

Must be licensed or eligible to be licensed as a Cosmetologist in South Dakota.

Must be able to obtain and maintain National Certification to administer the National Practical Examination.