

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Hair Stylist**

**Class Code: 70232**

**Pay Grade: GC**

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### **A. Purpose:**

Provides residents with hair cuts, grooming instructions, scalp and hair treatments, shampoos, sets and permanents to maintain sanitary conditions for the institutions and to instill a sense of pride in appearance for the clients.

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

Hair Stylist typically performs duties at the Human Services Center servicing patients.

### **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 that may be found in positions of this class.)*

1. Cuts and styles clients' hair to help improve the appearance of patients.
2. Gives clients, shampoos, permanents, waves, and sets as needed to instill self-pride and maintain sanitary conditions in the institution.
3. Instructs clients in proper grooming techniques to enable them to carry out their own basic grooming.
4. Schedules clients for appointments to ensure the servicing of all clients in an orderly fashion.
5. Cleans equipment for appointments to ensure the servicing of all clients in an orderly fashion.
6. Maintains and prepares inventories to ensure adequate supplies and equipment to perform duties.
7. Performs other work as assigned.

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

Typically the incumbent does not supervise.

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

Challenged to perform duties on uncooperative or hostile clients, and bedridden clients.

Typical problems include the inability of clients to follow the established schedules thus disrupting the order of service.

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

Decisions include hair styling, grooming, and related care for clients; work schedule; prioritization of duties; and ordering need supplies.

Decisions referred include disciplinary actions and the purchasing of capital assets.

**G. Contact with Others:**

Daily contact with institutionalized patients who receive the incumbent's services and with other staff members to confirm residents' appointments and establish residents' needs.

**H. Working Conditions:**

Hair Stylists are required to perform duties with unruly and bedridden clients.

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

Knowledge of:

- principles and practices of hair styling;
- precautionary measures used in dealing with inmates and patients.

Ability to:

- deal tactfully with others;
- supervise patients;
- keep appropriate records;
- maintain equipment.

**J. Licenses and Certification:**

Possession of or the ability to obtain a license as a manager-operator by the South Dakota Cosmetology Commission.