



COSMETOLOGIST/BARBER

CHARACTERISTICS OF WORK:

This is skilled cosmetology or barber work in a beauty or barber shop in a state institution. The work is performed as a part of Institutional therapy. Little supervision is received in the techniques of the profession. Incumbents work with individuals who are mentally disabled and potentially aggressive. Occasionally, employees may act as working supervisors over state facility or institution residents. Considerable responsibility is involved in the safekeeping of cutting tools.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Licensure/Certification:

Possession of a valid certificate of registration as a Beautician or Barber by the Mississippi Board of Cosmetology or Mississippi Board of Barber Examiners.

Documentation Required:

Applicant must attach a valid copy of his/her certificate of registration as a Beautician or Barber issued by the Mississippi Board of Cosmetology or Mississippi Board of Barber Examiners.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals

effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Profession Techniques: Demonstrates proper techniques used in the various phases of barber or cosmetology work.

Demonstrates proper techniques used to handle and apply chemicals to hair such as bleach, tint, or dye, using applicators and/or brushes. Demonstrates proper techniques used to shampoo, condition, cut, and style hair. Demonstrates proper techniques used to perm, color, and straighten hair using chemical solutions and equipment.

Technology Application: Effectively uses and maintains appropriate tools, equipment, and supplies.

Uses cutting tools and instruments appropriately. Keeps equipment in sanitary condition; sterilizes all equipment used. Maintains tools in good working condition. Prepares hair color mix.

Customer Service: Works with patrons to assess their needs, provide assistance, and satisfy their expectations.

Knows about available products and services. Helps patrons select most becoming hair tint or bleach. Advises residents of a state facility in personal enhancement techniques. Demonstrates effective communication skills.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs and schedules hair, scalp, and facial care activities for residents of a state facility or institution.
2. Sterilizes equipment and instruments and maintains the cleanliness of the work area.
3. Maintains and distributes hair supplies.
4. Attends in-service training sessions to deal with disabled and/or potentially aggressive individuals as required by policies.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Gives such treatments as shampoos, scalp treatments, haircuts, eyebrow arches, permanent waves, shaves, facials, and hair and eyebrow dyes to state facility or institution residents.

Keeps shop and equipment in sanitary condition; sterilizes all equipment used; and maintains tools in good working condition.

Sweeps, mops, and cleans shop; folds or stacks linens; and lays equipment out on work table in readiness for use; gathers and bundles soiled linens and exchanges them for fresh linens.

Prepares periodic listing number and kind of treatments rendered.

Applies wave lotion and rolls hair on permanent wave rods; reapplies wave lotion on hair after it is rolled on rods; and applies neutralizer.

Processes permanent wave or relaxer according to texture of hair being curled/straightened and type of look desired.

Shampoos and rinses hair with water and blots with a towel.

Styles hair to patrons' desire or needs.

Helps patrons select most becoming hair tint or bleach.

Prepares hair color mix and applies according to standard method.

Works with disabled and/or potentially aggressive individuals.

Advises residents of a state facility in personal enhancement techniques.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.