



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO CAN APPLY Applicants who meet the minimum qualifications and who have not taken this examination within the last 12 months.

HOW TO APPLY Submit a Standard State Application (Std. 678) and the Supplemental Application to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.** The State and supplemental applications are available by clicking on the following links.

- The State Application (Std. 678)
- Supplemental Application

NOTE: All applications must include “to” and “from” dates (month/day/year); time base; civil service class titles and range (if applicable). **Applications received without this information may be rejected.** Resumes **will not** be accepted in lieu of a completed State Application, Form STD. 678.

WHERE TO APPLY
HAND DELIVER OR MAIL TO:
 Department of Consumer Affairs
 Selection Services – Attn: C Gates
 1625 N Market Blvd., Suite N-321
 Sacramento, CA 95834
 (916) 574-8370

NOTE: You must complete the Standard State Application and the Supplemental Application in order to be accepted into this examination.

FINAL FILE DATE Applications will be accepted on a continuous basis.

SALARY RANGE **\$3,921 to \$4,870 per month**

POSITION DESCRIPTION
 The Cosmetology Examiner II, Supervises, trains, evaluates, and assigns staff at the examination facility; administers and grades practical performance examinations to test applicants for licenses to engage in the practice of cosmetology and instructor in cosmetology and such specialties as designated by the Board of Barbering and Cosmetology; assists the Office of Examination Resources in evaluating written examination material; makes recommendations regarding the administration and grading of the practical performance examinations; and prepares reports.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
 All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address.
 Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS
 Possession of a valid Cosmetology license. **AND**
Either I
 One year of experience in the California state service performing the duties of a Cosmetology Examiner I.
OR II
Experience: Either
 1. Two years of experience in the administration of practical performance examinations in cosmetology. or
 2. Three years of experience as a cosmetology instructor in a public or private school of cosmetology of which at least one year is in an administrative and/or supervisory capacity. or
 3. Any combination of the above.

**EXAMINATION
INFORMATION****Supplemental Application -- Weighted 100.00%**

This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Candidates must complete the supplemental application which is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

EXAM SCOPE**Knowledge of:**

1. Current methods, practices, and terminology of cosmetology, and of the material used in the industry.
2. Activities of the various branches of cosmetology.
3. Administrative practices of the cosmetology business.
4. Organization and activities of the Board of Barbering and Cosmetology.
5. Principles and techniques of constructing and grading subjective examinations and preparing practical performance examination material.
6. Principles of supervision.
7. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Determine the qualifications necessary in each of the branches of the cosmetology industry.
3. Prepare reports.
4. Establish and maintain cooperative relations with organizations and members of the cosmetology industry.
5. Analyze situations accurately and take effective action.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Additional Desirable Qualifications:

Education equivalent to completion of the twelfth grade; and fluency in writing and speaking a language other than English.

**ELIGIBLE LIST
INFORMATION**

An open merged list will be established for the Department of Consumer Affairs. Names of successful candidates will be added to the existing eligible list in order of scores regardless of test date. Eligibility expires 12 months after it has been established.

**VETERANS
PREFERENCE**

Veterans Preference Points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources (CalHR).

QUESTIONS?

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, (916) 574-8370.

GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Department of Consumer Affairs
Cosmetology Examiner II
Board of Barbering and Cosmetology**

Name _____	Phone _____
	(Work) _____
Address _____	License # _____

Affirmation Security

Completion of this form is a necessary part of the examination process and **must be** submitted along with the State application (Std.678) and Supplemental Application questionnaire to the:

**Department of Consumer Affairs
Selection Services - Attn: C Gates
1625 N. Market Blvd., Suite N-321
Sacramento, CA 95834**

State Application, Affirmation Security form, and Supplemental Application questionnaire must be returned in order to be accepted into this exam.

CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

The purpose of the supplemental application questionnaire is to obtain enough job-related information to determine between the well qualified, qualified and not qualified competitors.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Signature

Date signed

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

Mark your selection(s) below. Positions may exist in the following locations:

____ Fairfield

____ Glendale

**Department of Consumer Affairs
COSMETOLOGY EXAMINER II**

Supplemental Application Package

General Instructions

- Candidates must complete and return the State Application (Std. 678) and the entire Supplemental Application Questionnaire Package which includes the Affirmation Security form, General Instructions, and the Supplemental Application Questionnaire.
- **Fill out the questionnaire neatly and legibly or typed format.**
- **Provide your responses on the questionnaire only. Use the space provided, no less than a 12 point font required.**
- Do not attach a resume, additional pages, or other materials unless told to do so. Otherwise, attachments will not be evaluated.
- Do not alter the form in any way. Altered forms or response will not be evaluated.
- You cannot submit this document electronically. Your completed State Application and Supplemental Application Questionnaire Package must be mailed to the following address:

**Department of Consumer Affairs
Selection Services - Attn: C Gates
1625 N. Market Blvd., Suite N-321
Sacramento, CA 95834**

FACSIMILES (FAX) WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Supplemental Application Questionnaire

COSMETOLOGY EXAMINER II

I. WORK EXPERIENCE (up to two pages)

Briefly describe your work experience, if any, in each of the following areas:

- A. In the practice of a Cosmetology Examiner I - include total years/months worked.
- B. In administering examinations for the Board of Barbering and Cosmetology – include total years/months worked.
- C. Instructing in an approved Cosmetology school – include total years/months worked.
- D. In the administrative and/or supervisory capacity – include total years/months worked.
*{*Include name, address, and contact numbers of employers you attained experience.}*

Supplemental Application Questionnaire

COSMETOLOGY EXAMINER II

II. TECHNICAL SKILLS

Please give examples of your training and/or experience in cosmetology techniques and processes used in your day to day activities.

III. TECHNICAL SKILLS

Please give examples of your training and/or experience in the kinds of cosmetology materials and tools you use to perform cosmetology activities.

IV. CUSTOMER SERVICE

In the cosmetology field, it is critical to create and maintain positive relationships and communicate well with others. Please give examples of your training and/or experience in these areas.

V. SUPERVISORY EXPERIENCE (PART I)

Describe your supervisory work experience as a Cosmetology Instructor, if any, in each of the following areas:

- A.** In your responsibilities and duties – include to & from dates and how long.
- B.** Whom did you supervise (what levels of staff) – include to & from dates and how long.
- C.** The number of staff you supervised at one time - include to & from dates and how long.

VI. SUPERVISORY EXPERIENCE (PART II)

Please give examples of your training and/or experience as a Cosmetology Instructor in maintaining a work environment that is free of discrimination and harassment.

VII. OTHER CHARACTERISTICS

1. **Fluent in speaking a language other than English.**

Yes

No

Language_____

2. **Fluent in reading/writing in another language other than English.**

Yes

No

Language_____