



# COSMETOLOGY EXAMINER II

## CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF CONSUMER AFFAIRS



[www.dca.ca.gov](http://www.dca.ca.gov)

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 the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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

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

- **State Application (STD 678)**
- **Supplemental Application**

**WHERE TO APPLY** **HAND DELIVER OR MAIL TO:**  
 Department of Consumer Affairs  
 Selection Services – Attn: L. Killion  
 1625 N Market Blvd., Suite N-321  
 Sacramento, CA 95834

**FINAL FILE DATE** Applications will be accepted on a continuous basis. Examinations are scheduled as needs warrant.

**SALARY RANGE** \$4,039 to \$5,016 per month.  
 \*Salary reflects the increase effective 10/1/2016.  
 The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** It is your responsibility to make sure you meet the education and/or experience requirements on this announcement on the on the date you submit your application to the address above. Your signature on your State Application (STD 678) indicates that you have read, understood, and possess the basic qualifications required.  
**NOTE:** All State Applications (STD 678) must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. State Application (STD 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD 678).

**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.

**POSITION INFORMATION** Positions exist statewide. State Applications (STD 678) will not be accepted on a promotional basis. Career credits do not apply.

**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.

---

**Supplemental Application -- Weighted 100%**

---

**EXAMINATION  
INFORMATION**

This examination will consist of a Supplemental Application and is the sole component of the Cosmetology Examiner II examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

---

**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. Organization and activities of the Board of Barbering and Cosmetology.
4. Principles and techniques of constructing and grading subjective examinations and preparing practical performance examination material.
5. Principles of supervision.
6. 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. 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). Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

---

**QUESTIONS?**

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

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

---

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.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department and the Department of Consumer Affairs.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

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

**Employment Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 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.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.

**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 this Supplemental Application questionnaire to the:

**Department of Consumer Affairs  
Selection Services - Attn: L. Killion  
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. 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: L. Killion  
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 \_\_\_\_\_