

Department of Consumer Affairs

Position Duty Statement

HR-41 (Revised 7/2015)

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Classification Title Analyst III	Board/Bureau/Division Board of Barbering and Cosmetology
Working Title Regulations Specialist	Office/Unit/Section / Geographic Location Operations Unit / Sacramento
Position Number 636-110-5402-XXX	Name and Effective Date

General Statement: Under the general direction of Board of Barbering and Cosmetology (Board) Supervisor I in the Operations Unit, the Analyst III is responsible for developing and drafting regulations, managing rulemaking packages throughout the regulatory process, analyzing proposed legislation, and implementing procedural changes related to new regulations and legislation. Duties include but are not limited to the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

50% (E) Regulations

Plans, coordinates, and executes all phases of the regulatory process. Develops and maintains a thorough understanding of Board program needs and responsibilities. Conceptualizes and proposes new regulatory packages or clarifications and revisions to existing regulations. Develops detailed regulatory proposals that clearly identify the need, intent, and impact of the regulations to present to Board and Committee Members. Devises necessary timeframes, staff involvement, and outreach needed to complete and implement the rulemaking package. (25%)

Drafts regulatory language in consultation with Department of Consumer Affairs (DCA) Legal Affairs Division (LAD). Coordinates public hearings and evaluates public comments to determine if revisions are needed to the regulatory language. Provides clear and authoritative responses to public inquiries regarding proposed regulations and the rulemaking process. Prepares and files all rulemaking documents in accordance with the Administrative Procedure Act (APA). Tracks and reports on the status of the rulemaking package through all phases. (25%)

35% (E) Legislation

Reviews and analyzes proposed legislation and related policy documents. Attends Legislative Hearings. Recommends Board positions on proposed legislation to the Executive Officer. Prepares and delivers reports and presentations on legislative matters to Board and Committee Members. Assists with preparing legislative proposals and background materials for presentation to the Legislature, including preparation of materials and testimony for the Executive Officer to present at Legislative hearings.

15% (E) Procedures

Researches, identifies, and implements procedural changes needed in response to new regulations or legislative mandates. Prepares and edits written procedures and

training materials. Provides training and guidance to unit managers to ensure effective and consistent implementation of new processes.

B. Supervision Received

The Analyst III is under the direction of the Supervisor I and may also receive direction from the Supervisor II, Manager III and Executive Officer.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The Analyst III has daily contact with all levels of Board staff, frequent contact with LAD and Office of Administrative Law staff, and regular contact with Board Members and the public.

F. Actions and Consequences

Failure to satisfactorily perform the duties outlined above would significantly hinder the Board's ability to promulgate clear and useful regulations, potentially resulting in consumer harm.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must be able to reach above the shoulder, bend, stoop, stand, and sit down for extended periods of time and lift up to 25 pounds. Typically, this involves the movement of case file boxes.

H. Other Information

The incumbent must possess excellent written and verbal communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to the needs of management.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Conflict of Interest (COI)

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700)

within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name, Classification

New 01/2026