Classification Title	**Board/Bureau/Division**
Analyst I	Board of Barbering and Cosmetology
Working Title	**Office/Unit/Section/Geographic Location**
Citation Analyst	Enforcement Unit / Sacramento
Position Number	**Name and Effective Date**
636-110-5157-027	

General Statement: Under supervision of the Board of Barbering and Cosmetology (Board) Supervisor I in the Enforcement Unit, the Analyst I evaluates inspection reports, issues citations and fines, and assigns Inspector workload. Duties include, but are not limited to, the following:

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

60% (E) Citation and Fine Analysis
Reviews inspection reports, inspection photos, and supplemental information from Board Inspectors to assess the accuracy of violations noted. Analyzes evidence gathered during inspections to determine if the violations are supported and if a citation and/or fine should be issued. Identifies discrepances and amends inspection reports. Maintains accurate inspection case files in BreEZe. Issues citations to establishments and individuals when appropriate. (40%)

Responds to questions from applicants, licensees, and consumers via phone and email regarding inspection processes, citations, state laws, and Board regulations. (20%)

40% (E) Inspection Requests
Assesses requests for directed inspections from Complaint Analysts to ensure all necessary information was captured. Evaluates work assignments, travel time, and other factors to determine who to assign the inspection to. Maintains spreadsheets in Excel tracking requested inspections, completed inspections, and inspection results. (30%)

Retrieves licensee identifying information from electronic case files in BreEZe and researches inspection history and licensing information for Board Inspectors while they are working in the field. (10%)

B. Supervision Received
The Analyst I works under the supervision of the Supervisor I and may also receive direction from the Supervisor II, Deputy Executive Officer, and Executive Officer.

C. Supervision Exercised
None.

D. Administrative Responsibility
None.

E. Personal Contacts

The incumbent has daily contact with consumers, licensees, and all levels of Board staff. The incumbent has regular contact with Department of Consumer Affairs staff.

F. Actions and Consequences

Failure to properly evaluate inspection reports can result in citations and fines being issued inappropriately, jeopardizing active enforcement cases and the Board's integrity. Failure to meet enforcement performance measures and mandated timelines can result in backlogs and consumer harm due to delays in acting against harmful licensees.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. Access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

The incumbent must be able to reason logically and exercise good judgment, gain and maintain knowledge of the statutes and regulations applicable to barbering, cosmetology, and electrology establishments and individual licensees, and gain and maintain knowledge of the BreEZe database and related systems. The incumbent must be able to accurately assign priorities to multiple projects at any given time, be able to work in a team environment, and always remain flexible. The incumbent may be assigned to act as the designated lead analyst of the day, assisting other analysts and technicians with complex cases.

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.

I have read and understand the duties listed above and I can perform these duties with or 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.)

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Employee Signature Date

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Employee's 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.

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Supervisor Signature Date

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Printed Name, Classification **Revised 01/2026**