DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 11/25/2025

Employee Name	**Division** Clinical Administrator		
Position No / Agency-Unit-Class-Serial 455-360-2091-XXX	**Unit** Recovery Mall Services		
Class Title Beauty Shop Manager	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R15	**Work Week Group** 2	**Class Ranges**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Supervises and coordinates the operation of patient beauty service in a state institution. May perform various beauty services for patients requiring special attention; record observations of patient behavior; arranges for and supervises maintenance of beauty shop equipment; establishes and maintains standard of shop sanitation and cleanliness; keeps and prepares records/reports. Ensure public property is protected and safe. In addition, incumbents will respond to emergency situations trained in Therapeutic Strategies and Interventions.

45%	**Personally performs beauty services for inmates, wards or residents requiring special attention.** Develops and implements schedule to equitably meet the beauty needs of the patients. Coordinate special hair care services as needed for units or patients requiring special attention.
40%	**Requisitions supplies and equipment, maintains records of beauty shop operations, observes and enforces standards of shop sanitation and safety.** Inventories all beauty shop supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as scissors, razors, color and perm solutions. Maintains security of working areas and work materials and inspects the premises and searches patients for contraband. Develop and implement daily/monthly compliance strategies and documentation of sanitation and sterilization procedures. Develop and implement procedures for procurement and maintenance supplies / equipment. Follows established antisepsis, sterilization and safety as applied to beauty shop operations. Follows prescribed mixing and use of sterilization chemicals.
15%	Provide leadership and assistance to the patients. Ensure the appropriate procedures are followed daily. **Provides encouragement and instruction to patients to develop interest and pride in personal appearance and good grooming.** Attend RMS meetings and scheduled mandatory core training. Perform other duties needed to meet the needs of the hospital and program.

Other Information	**Supervision Received:** Program Assistant, Recovery Mall Services **Supervision Exercised:** N/A **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Principals and practices of cosmetology and skill in their application, including treatment of hair, face and hands; beauty shop apparatus and skill in its use; required practices of antisepsis, sterilization, sanitation, and safety as applied to beauty shop operations; principles of effective supervision. ABILITY TO: Read and write English at a level required for successful job performance; direct the work of others; manage a large beauty shop; train patients in beauty shop services; establish rapport with patients; analyze situations accurately and adopt an effective course of action; keep records and prepare reports. **REQUIRED COMPETENCIES** ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment

among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY
Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Knowledge in principles, practices, and techniques of barbering; and methods of effective training and supervision. The employee demonstrates professional interaction with patients and maintains therapeutic boundaries.

TECHNICAL COMPETENCIES

Knowledge and skills in the use of beauty shop tools and equipment; antisepsis, sterilization applied to beauty shop / barber shop operations.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services. Employee in this classification must:

Possess a valid California state license to practice as a hairdresser and a valid license to practice as a cosmetician by the California Board of Barbering and Cosmetology.

TRAINING CATEGORY - 2
The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:
Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.
The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	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 Office of Human Rights). _____ _____ Employee Signature Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date _____ _____ Reviewing Supervisor's Signature Date

Physical Requirements of Position

Beauty Shop Manager (2091)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmates, patients, or clients					X	
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing					X	
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)				X		
Bending (waist)			X			
Twisting (neck)				X		
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)				X		
Pushing & Pulling		X				
Power Grasping			X			
Handling (holding, light grasping)					X	
Fine fingering (pinching, picking)			X			
Computer use (keyboard, mouse)		X				
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals			X			
Working at heights	X					