General Statement: Under the general direction of the Inspector III (Supervisor), the Inspector II is responsible for conducting target, initial and random inspections of establishments, preparing inspection reports, participating in legal proceedings pertaining to inspections and is responsible for, but not limited to the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

60% (E) Field Inspections
Independently conducts directed inspections of establishments in which the Board’s Enforcement Unit has received a consumer complaint regarding health and safety violations, unlicensed activity or other violation; and identifies and documents violations on inspection reports. (30%)

Plans, organizes, and conducts the more difficult unannounced inspections of establishments and schools of cosmetology, barbering, and electrology to determine compliance with the Board’s laws and regulations governing their operation; identifies and reviews violations with establishment owners; issues inspection reports; educates establishment owners and licensees of the Board’s laws and regulations; provides literature, including forms, publications, pamphlets, and rules and regulations. (15%)

Independently conducts the more difficult initial and follow-up visits with licensees subject to disciplinary action to determine compliance with the order of suspension or other terms of probation. (15%)

30% (E) Inspection Report Information
Maintains daily records of inspections, along with other supporting documentation related to inspections; completes daily, weekly and monthly travel logs and receipts; scans and labels evidence photos; and mails weekly work to the Inspector III for review. (10%)

Prepares detailed declarations and supplemental reports regarding inspections. (10%)

Independently prepares daily travel plans to meet the Board’s mandate of targeted, and random inspections. (10%)

Inspector II
Inspection Program
5%  **(E) Court and Legal Issues**
Testifies in court or administrative hearings regarding evidence gathered in the course of inspections and investigations, as necessary; assists the Department of Consumer Affairs' Division of Investigation investigators, as needed, on Board-related enforcement investigations; obtains court records and other documentation related to the case; assists with interviewing subjects involved in the case.

5%  **(M) Training**
Conducts ride alongs and provides hands-on training to the Inspector I. Provides guidance in work methods, Board policies and inspection procedures. May assign and review work of the Inspector I.

B. **Supervision Received**
The Inspector II is directly supervised by the Supervising Inspector III, but may also receive direction and supervision from the Staff Services Manager I.

C. **Supervision Exercised**
NONE

D. **Administrative Responsibility**
NONE

E. **Personal Contacts**
The Inspector II has daily contact with Board licensees, and consumers. Additionally, daily contact is maintained with the Supervising Inspector and all levels of staff within the Board, specifically the Inspection and Enforcement Program. The Inspector II has occasional contact with the Division of Investigation investigators and staff from other law enforcement agencies.

F. **Actions and Consequences**
Failure to exercise good judgement in responding to requests for information and handling sensitive and confidential issues could result in information being released to unauthorized persons in violation of the Government Code and jeopardize the integrity of the Board.

G. **Functional Requirements**
Ability to walk long distances, willingness to travel throughout the State and work odd and irregular hours; keenness of observation; and neat personal appearance. Weekend, evening work, and overtime may be required. This position requires overnight travel. The ability to handle communications from the public (including licensees) is essential. Valid California Driver License required.
H. Other Information
The Inspector II must be familiar with State laws, rules, and regulations regarding individuals and businesses performing services relating to the cosmetology, barbering, and electrology field; have the ability to determine if violations of the Boards laws, rules and regulations exist and issue citations and assess fines accordingly; have the ability to accurately document and report information based on both written and verbal observations; possess excellent communication skills which enable the inspector to effectively consult with and advise licensees and consumers on the laws and regulations established by the Board.

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.)

____________________________________
Printed Name

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

____________________________________
Printed Name

Revised: 05/2018
Department of Consumer Affairs
Position Duty Statement
HR-041 (new 07/2015)

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<tr>
<th>Classification Title</th>
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<td>Inspector I, Dept. of Consumer Affairs</td>
<td>Board of Barbering and Cosmetology (BBC or Board)</td>
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<td>Licensee/ Salon Inspector I</td>
<td>Inspection Program /</td>
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**General Statement:** Under the direction of the Inspector III (Supervisor), the Inspector I is responsible for conducting targeted (directed), initial and random inspections of establishments, preparing inspection reports, and participating in legal proceedings pertaining to inspections. Specific duties include, but are not limited to the following:

**A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]**

**65% (E) Field Inspections**
Randomly conducts unannounced inspections of establishments and schools in which cosmetology, barbering, esthetician and electrology services are performed to determine compliance with the Board laws and regulations and Health and Safety regulations. Identifies and documents violations on inspection report. (45%)

Independently or with assistance conducts directed inspections of establishments in which the Board’s Enforcement Unit has received a consumer complaint regarding health and safety, unlicensed activity or other violation. (10%)

Conducts follow-up inspections with licensees subject to disciplinary action to determine compliance with orders of suspension or other terms of probation. (5%)

Consults with establishment owners and licensees to determine causes of violations and educates them by explaining violations and providing literature including forms, publications, pamphlets, rules and regulations. (5%)

**30% (E) Inspection Report Information**
Maintains daily records of inspections, along with other supporting documentation related to inspections; completes daily, weekly and monthly travel logs and receipts; scans and labels evidence photos; and mails weekly work to the Inspector III for review. (10%)

Prepares detailed declarations and detailed supplemental reports regarding inspections for review by the Inspector III. (10%)

With the assistance of the Inspector III, prepares daily travel plan and activities in effort to meet the Boards mandate of random and targeted inspections. (10%)
5%  (E)  **Court and Legal Issues**
Testifies in court or administrative hearings regarding evidence gathered in the course of inspections and investigations. Assists the Department of Consumer Affairs’ Division of Investigation investigators on Board related enforcement investigations. May obtain court records and/or other documentation related to the case.

B.  **Supervision Received**
The Inspector I is directly supervised by the Supervising Inspector III, but may also receive direction and supervision from the Staff Services Manager I.

C.  **Supervision Exercised**
NONE

D.  **Administrative Responsibility**
NONE

E.  **Personal Contacts**
The Inspector I has daily contact with Board licensees, and consumers. Additionally, daily contact is maintained with the Inspector III and all levels of staff within the Board, specifically the Inspection and Enforcement Programs. The Inspector I has occasional contact with the Division of Investigation investigators and staff from other law enforcement agencies.

F.  **Actions and Consequences**
Failure to accurately document and report information based on written, verbal and visual observations may jeopardize the integrity of the enforcement cases and the welfare of the public (consumers), and may cause discredit to the Board.

G.  **Functional Requirements**
Ability to walk long distances, willingness to travel throughout the State and work odd and irregular hours; keenness of observation; and neat personal appearance. Weekend, evening work, and overtime may be required. This position requires overnight travel. The ability to handle communications from the public (including licensees) is essential. Valid California Driver License required.

H.  **Other Information**
The Inspector I must be familiar with State laws, rules, and regulations regarding individuals and businesses performing services relating to the cosmetology, barbering, and electrology field; have the ability to determine if violations of the Boards laws, rules and regulations exist and issue citations and assess fines accordingly; have the ability to accurately document and report information based on both written and verbal observations; possess excellent communication skills which enable the inspector to effectively consult with and advise licensees and consumers on the laws and regulations established by the Board.
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.)

____________________________________  ___________________________
Employee Signature                                Date

______________________________________________
Printed Name

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

Revised: 05/2018