

### Class Concept

This is supervisory work over Cosmetic Art Inspectors to protect the public by Governing and regulating the practice of Cosmetology, Esthetics, Manicuring, and Natural Hair Care in the State of North Carolina. This includes overseeing inspections of cosmetology, esthetic, manicuring and natural hair cares schools and salons to ensure sanitary conditions prevail to protect the public and that only properly licensed professionals are performing services.

This includes reviews of inspections of licensing and financial records; investigating complaints, recommending corrective actions, recommendation of withholding of licenses; and issuing civil penalties. This may also include the supervision of inspection of school records and compliance with training and requirements for cosmetology, esthetic, manicuring and natural hair care schools.

Work is performed under general supervision of the Executive Director and is reviewed through inspection reports and feedback from owners, operators and customers through complaints of cosmetology, esthetics, manicuring and natural hair schools and salons.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of environmental health laws, rules and procedures, communicable diseases and institutional sanitation.
- Considerable knowledge of cosmetology salon operations and ability to gain working knowledge of Esthetics. Manicuring and Natural Hair Care salon operations.
- Ability to train salon owners and school operators of correct practices to insure that they meet inspection and sanitary requirements
- Ability to know how to tactfully handle and investigate complaints
- Ability to supervise others

#### Minimum Education and Experience

High School or General Education Development (GED) diploma and five years of experience as a licensed cosmetologist including experience as a salon owner or manager; or an equivalent combination of education and experience.

#### Special Necessary Requirement

Licensed as a Cosmetologist in the State of North Carolina by the North Carolina Board of Cosmetic Art Examiners