

**EXAMINER IN BARBERING
 BOARD OF BARBERING AND COSMETOLOGY
 (Permanent Intermittent)
 OPEN EXAMINATION
 CONTINUOUS FILE**



www.dca.ca.gov

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY Applicants who meet the minimum qualifications and who have not taken this examination within the last 12 months.

HOW TO APPLY Submit a Standard State Application (Std. 678) and the Supplemental Application to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.** The State and supplemental applications are available by clicking on the following links.

- The State Application (Std. 678)
- Supplemental Application

NOTE: All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.** Resumes will not be accepted in lieu of a completed State Application, Form STD. 678.

WHERE TO APPLY **Hand deliver or mail State Application (STD 678) and Supplemental Application package to:**
 Department of Consumer Affairs
 Attn: Selection Services (C. Gates)
 1625 North Market Blvd. Suite N-321
 Sacramento, CA 95834

FINAL FILE DATE Applications are accepted on a continuous basis. Exams administered twice during the calendar year; once in January – June and July – December.

SALARY RANGE \$20.64 – \$25.56 per hour

POSITION DESCRIPTION This is the entry, training, and journey person level. Incumbents under general supervision, administer and grade practical performance examinations for the licensing of barbers and barber instructors and do other related work.

Positions are filled as Permanent Intermittent (0-40 hours a week). Positions will NOT be filled on a full-time basis. Positions exist in Fairfield and Glendale.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application and supplemental application to the above address.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

Experience: Either I

1. Six months of experience within the last five years in the administration of examinations for the Barbering and Cosmetology Program, and possession of a valid Barber License. **Or**
2. Five years of recent experience in the practice of barbering in California, and possession of a valid Barber License. **Or**
3. One year of experience as an instructor in an approved barbering school, and possession of a valid Barbering License.

**EXAMINATION
INFORMATION**

SUPPLEMENTAL APPLICATION WEIGHTED – 100%

This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Candidates must complete the supplemental application which is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

**EXAMINATION
SCOPE**

Knowledge of:

1. Current methods, practices, and terminology of barbering, and of the material used in the industry.
2. Organization and activities of the Board of Barbering and Cosmetology.
3. Principles and techniques of grading subjective examinations and preparing practical performance examination material.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Evaluate competency of applicants to determine qualifications for licensure.
3. Maintain security of examination process.
4. Prepare reports.
5. Establish and maintain cooperative relations with organizations and members of the barber industry.
6. Analyze situations accurately and take effective action.

Special Personal Characteristics:

Willingness to travel.

Additional Desirable Qualifications:

Education equivalent to completion of the twelfth grade; and fluency in writing and speaking a language other than English.

**ELIGIBLE LIST
INFORMATION**

An open merged list will be established for the Department of Consumer Affairs. Names of successful candidates will be added to the existing eligible list in order of scores regardless of test date. Eligibility expires 12 months after it has been established.

**VETERANS
PREFERENCE
POINTS/CAREER
CREDITS**

Veterans Preference Points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources (CalHR). Career Credits will not be granted in this examination.

QUESTIONS?

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, (916) 574-8370.

GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Department of Consumer Affairs
Examiner in Barbering
Board of Barbering and Cosmetology**

Name _____	Phone _____
	(Work) _____
Address _____	License # _____

Affirmation Security

Completion of this form is a necessary part of the examination process and must be submitted along with the State application (std.678) and Supplemental Application questionnaire to the:

**Department of Consumer Affairs
Selection Services and Recruitment Unit
ATTENTION: C. Gates
1625 N. Market Blvd., Suite N321
Sacramento, CA 95834**

State Application, Affirmation Security form, and Supplemental Application questionnaire must be returned in order to be accepted into this exam.

CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

The purpose of the supplemental application questionnaire is to obtain enough job-related information to determine between the well qualified, qualified and not qualified competitors.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Signature

Date signed

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

Mark your selection(s) below. Positions may exist in the following locations:

____ Fairfield

____ Glendale

**Department of Consumer Affairs
EXAMINER IN BARBERING**

Supplemental Application Package

General Instructions

- Candidates must complete and return the State Application (Form 678) and the entire Supplemental Application Questionnaire Package which includes the Affirmation Security form, General Instructions, and the Supplemental Application Questionnaire.
- **Fill out the questionnaire neatly and legibly or typed format.**
- **Provide your responses on the questionnaire only. Use the space provided, no less than a 12 point font required.**
- Do not attach a resume, additional pages, or other materials unless told to do so. Otherwise, attachments will not be evaluated.
- Do not alter the form in any way. Altered forms or response will not be evaluated.
- You cannot submit this document electronically. Your completed State Application and Supplemental Application Questionnaire Package must be mailed to the following address:

**Department of Consumer Affairs
Selection Services and Recruitment Unit
ATTENTION: C. Gates
1625 N. Market Blvd., Suite N321
Sacramento, CA 95834**

FACSIMILES (FAX) WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

I. EXPERIENCE

Use the code number(s) below (1, 2, 3, 4, 5) from this form to indicate where your experience was acquired when completing Part II.

1. Employer Name: _____

Address: _____

Phone number: _____

Supervisor who can verify information: _____

2. Employer Name: _____

Address: _____

Phone number: _____

Supervisor who can verify information: _____

3. Employer Name: _____

Address: _____

Phone number: _____

Supervisor who can verify information: _____

4. Employer Name: _____

Address: _____

Phone number: _____

Supervisor who can verify information: _____

5. Employer Name: _____

Address: _____

Phone number: _____

Supervisor who can verify information: _____

Supplemental Application Questionnaire

EXAMINER IN BARBERING

II. WORK EXPERIENCE (up to two pages)

Briefly describe your work experience, if any, in each of the following areas:

- In the practice of barbering - include total years/months worked.
- Instructing in an approved Barbering school - include total years/months worked.
- In administering examinations for the Board of Barbering and Cosmetology - include total years/months worked.

Use the codes (1, 2, 3, 4, 5) from Part I to indicate where your experience(s) were acquired.

III. TECHNICAL SKILLS

Please give examples of your training and/or experience in barbering techniques and processes used in your day to day activities.

IV. TECHNICAL SKILLS

Please give examples of your training and/or experience in the kinds of barbering materials and tools you use to perform barbering activities.

V. CUSTOMER SERVICE

In the barbering field, it is critical to create and maintain positive relationships and communicate well with others. Please give examples of your training and/or experience in these areas.

VI. OTHER CHARACTERISTICS

1. Fluent in speaking a language other than English.

Yes

No

Language _____

2. Fluent in reading/writing in another language other than English.

Yes

No

Language _____