



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 8520

COSMETOLOGIST

GRADE E

SCOPE OF WORK:

Work involves providing cosmetology services to clients in a state facility.

DUTIES PERFORMED:

- Cut, shampoo, perm, set, and style hair.
- Instruct clients in proper grooming techniques to enable them to perform their own basic grooming.
- Schedule clients for appointments to ensure the servicing of all clients in an orderly fashion.
- Clean equipment and maintain and prepare inventories to ensure adequate supplies and equipment to perform assigned duties; maintain sanitary conditions in the facility.
- May create or suggest appropriate hairstyles according to physical features.
- May perform other cosmetology services such as facial or neck massage, shaping eyebrows, removing unwanted hair, and cleaning, shaping, and polishing fingernails.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and licensure from the North Dakota Board of Cosmetology.

Eff. Date: 10/84

Rev: 03/00 – Word processing conversion

Rev: 10/05 - Updated scope, duties, min quals.

Rev: 07/12 – Conversion to Hay System