



JOB TITLE: COSMETOLOGY TECHNICIAN

Classification: Classified
Salary Range: 29

Retirement Type: PERS*
Board Approved: February 19, 2025

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, perform specialized and technical duties to assist in the operation and maintenance of the cosmetology laboratory; prepare, receive, stock and issue cosmetology laboratory solutions, materials, tools, equipment, and supplies.

REPRESENTATIVE DUTIES:

Assist in the operation and maintenance of the cosmetology laboratory; perform specialized and technical duties to assure efficient lab operations.

Issue supplies such as dyes, lotions, rinses, shampoos, polishes, and astringents for faculty and student use; prepare sock solutions such as permanent wave lotions, neutralizers, shampoos, and rinses for faculty and student use; maintain records or materials and equipment used by faculty and students.

Prepare materials and equipment for faculty demonstrations and student use as requested; assign equipment tags and supplies to students for each class; operate specialized equipment in accordance with health and safety regulations.

Maintain cosmetology laboratory environment in a safe, clean, and orderly condition.

Order, receive, and store supplies, materials, and equipment; maintain inventories, assuring adequate quantities are available for instructional use; manage perishables to ensure items are used in a timely manner and expired items are properly disposed.

Sterilize, clean, maintain, and perform minor repairs to equipment; report major repair needs or arrange for repairs with Facilities or external vendors for timely service.

Prepare and maintain various records and reports related to cosmetology laboratory operations and activities as required.

Schedule appointments. Maintain patron appointment records, collect and track service fees; maintain records of monies deposited with Fiscal Services each semester.

Perform receptionist duties. Conduct front desk tasks as directed. Assign Cosmetology student lockers. Contact clients on the cosmetology service waiting list.

Coordinate and prepare reports required by the California State Board of Barbering and Cosmetology such as pre-application forms, filing for state examinations, and submitting final documents of completion to support student testing and licensing.

Maintain current knowledge of technical advances in the area of cosmetology.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

High school Diploma or GED certificate.

Two (2) years of relevant work experience in cosmetology or related area.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of cosmetology materials such as dyes, rinses, bleaches, and astringents.

Knowledge of principles, practices, procedures, and equipment of assigned subject area.

Knowledge of safety regulations involving area of specialty.

Knowledge of record-keeping techniques.

Experienced in technical aspects of field of specialty.

Experienced in safe and proper use and storage of hazardous or toxic materials.

Experienced in safety practices in a cosmetology laboratory.

Experienced in proper disposal and handling of chemicals and solvents.

Abilities/Skills:

Ability to perform specialized and technical duties to assure efficient lab operations.

Skilled at preparing lotions, astringents, shampoos and dyes according to formulas.

Ability to provide information and assistance to students and staff.

Ability to set up, service, adjust, and make minor repairs to lab equipment and instruments.

Ability to understand and follow directions.

Ability to work independently with little direction.

Skilled at communicating effectively.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to maintain accurate records and prepare reports.

WORKING CONDITIONS:

Long periods of standing and sitting.

Cosmetology laboratory setting.

Lift and carry up to 25 lbs.

Exposed to cool temperatures.

Exposed to various chemicals.

Extensive interaction with students, staff, faculty, and the general public.

Bending and reaching for various items.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.