

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Cosmetologist

**Class Code:** 7641

**Pay Grade:** 406

**GENERAL CLASS DESCRIPTION:**

Under general supervision, provides cosmetology services including hair, skin and nail care to hospital patients, guests and staff.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Properly uses equipment such as scissors, clipper, razors, and waxing, for cutting and removing hair.
2. Applies chemical application appropriately to hair and scalp including permanent waving solutions, tints and bleaching applications, and treatments for scalp conditions.
3. Performs proper shampoo techniques and meets hair styling needs of the individual patient.
4. Uses proper techniques related to skin care and application of cosmetics.
5. Provides teaching and information related to hair, skin and nail care.
6. Maintains therapeutic relationships.
7. Meets requirements for asepsis and sanitation per hospital and cosmology codes.
8. Coordinates flow of salon customers for service and retail operations.
9. Performs inventory management and cash handling activities in accordance with applicable policies and procedures.
10. Anticipates and addresses guests' service needs; demonstrates superior customer service skills by identifying, fulfilling and exceeding the needs of guests. Recognizes and fulfills service recovery opportunities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

**Class Title: Cosmetologist**

**Class Code: 7641**

**Pay Grade: 405**

1. Knowledge of the methods and techniques used in the cosmetology field and current/popular hairstyles.
2. Knowledge of proper use of equipment such as scissors, clippers, razors, and waxing.
3. Knowledge of proper uses of chemical applications such as permanent waving solutions, tints and bleaching applications.
4. Knowledge of proper techniques related to skin care and cosmetics.
5. Knowledge of asepsis and sanitation requirements per hospital and cosmetology codes.
6. Knowledge of common safety practices and safe operation of equipment.
7. Skill in cash handling and performing arithmetic computations.
8. Ability to deal effectively and tactfully and maintain effective therapeutic relationships with others.
9. Ability to maintain effective working relationships with others.
10. Ability to maintain patients' safety.
11. Ability to preserve patients' right to confidentiality.
12. Ability to maintain patient cosmetology records.
13. Ability to stand for long periods of time.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Licensed to practice as a Cosmetologist in Iowa.

H:(hr/classdes)7641

**REVISION EFFECTIVE: May 1, 2016**