



COSMETOLOGY EXAMINER II

Examination Code: 8CABB

Department: Department of Consumer Affairs (DCA)

Examination Type: Departmental Open

Final Filing Date: Continuous Filing

CLASSIFICATION DETAILS

Salary – \$4,728.00 - \$5,872.00 per month.

The salary stated in this bulletin may not reflect all pay raises or any additional bonuses.

For more information, view the [classification specification](#).

APPLICATION INSTRUCTIONS

Application Requirements

Your completed Examination/Employment Application (STD. 678 or application) must include: to and from dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed application.

Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the minimum requirements does not assure a place on the eligible list.

Applications must have an original signature. Your signature on the application indicates that you have read, understood, and possess the minimum qualifications required.

Cut-off Dates and Timely Filing

Applications are accepted continuously throughout the year and will be processed during the administration period following the cut-off dates listed below:

- March 15, 2021
- September 15, 2021

Completed applications and all required documents must be received or postmarked by the cut-off date. Applications postmarked after the cut-off date, received via hand delivery or received via interagency mail after 5:00 p.m. on the cut-off date will be held and processed in the next administration period. Postmark dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing. Applications received via email or fax will not be accepted.

Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for nine (9) months.

How to Apply

Complete and submit the following required documents to the address indicated below. Do not submit documents to the California Department of Human Resources (CalHR).

- [Examination/Employment Application \(STD. 678\)](#)
- [Training & Experience Examination](#)
- [Conditions of Employment \(form 631\)](#)
- Proof of license (copies are acceptable for the purpose of the examination)

Where to Apply

You may send your application package by mail or via interagency to:

Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (R. Kinney)
1625 North Market Blvd., Suite N-321

Sacramento, CA 95834

Indicate the examination title on your application.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, mark "yes" for Question #10 on the STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Services Unit will contact you via telephone or mail to make arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

License: Possession of a valid Cosmetology license. and

Either I

Experience: One year of experience in the California state service performing the duties of a Cosmetology Examiner I.

Or II

Experience: Either

1. Two years of experience in the administration of practical performance examinations in cosmetology. or
2. Three years of experience as a cosmetology instructor in a public or private school of cosmetology of which at least one year is in an administrative and/or supervisory capacity. or
3. Any combination of the above.

ADDITIONAL DESIRABLE QUALIFICATIONS

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

POSITION DESCRIPTION

This is a working supervisory level. Incumbents, under general direction of the Supervising Cosmetology Examiner, supervise and manage the staff and operation of a permanent exam facility; administer and grade practical performance examinations for the licensing of cosmetologists, cosmetology instructors, estheticians, and manicurists; and do other related work.

POSITION LOCATION

Positions exist with the Board of Barbering and Cosmetology in Los Angeles and Solano counties.

EXAMINATION SCOPE

Training & Experience Examination – Weighted 100%

This examination consists of a Training & Experience examination and is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, each examination component will be measuring each applicant's:

Knowledge of

1. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
2. Principles of supervision.
3. Current methods, practices, and terminology of cosmetology, and of the material used in the industry.
4. Activities of the various branches of cosmetology.
5. Organization and activities of the Board of Barbering and Cosmetology.
6. Principles and techniques of constructing and grading subjective examinations and preparing practical performance examination material.

Skill to

1. Perform cosmetology services.
2. Type on a computer and utilize basic computer programs.

Ability to

1. Work with a diverse group to assist candidates that may be diverse in language, culture, gender, and religion.
2. Read and write English at a level required for successful job performance.
3. Verbally communicate at a level required for successful job performance.
4. Stand for extended periods while checking candidates in, monitoring exam rooms, and issuing results.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
6. Analyze situations accurately and take effective action.
7. Multitask.
8. Prepare clear and accurate reports needed for administrative hearing and investigations.
9. Determine the qualifications necessary in each of the branches of the cosmetology industry.
10. Establish and maintain cooperative relations with organizations and members of the cosmetology industry during National Interstate Counsel training and open house.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for DCA. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Code sections 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list. Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference.

Veterans status is verified by the CalHR. Information on this program and the Veterans' Preference Application (CALHR 1093) can be found on the [CalHR](#)

[Veterans Information webpage](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits do NOT apply.

PREPARING FOR THE EXAMINATION

Below is a list of information you should gather and have available prior to taking the examination.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Training & Experience Examination: If you meet the minimum qualifications for this classification, your responses to the questions and statements on the Training & Experience Questionnaire Examination will be scored against predetermined rating criteria. You will *not* appear to take an examination.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please provide your name and the examination title and contact us at:

Department of Consumer Affairs
Examination Services Unit
1625 North Market Blvd., Suite N-321
Sacramento, California 95834
Phone: (916) 574-8370

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice).

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Department of Consumer Affairs website: www.dca.ca.gov

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

DCA 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 applicants will be notified.

It is the candidate's responsibility to contact the DCA, Examination Services Unit, at (916) 574-8370 three weeks after the cut-off date if he/she has not received a progress notice.

Examination Locations (when applicable): Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work

cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code sections 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 CalHR. The Veterans' Preference Application (CALHR 1093) is available on [the CalHR Veterans Information webpage](#).

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classifications, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position; and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall

expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code section 3513.

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

GENERAL INSTRUCTIONS

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Cosmetology Examiner II examination will consist of the attached Training and Experience Examination (T&E) that will be used to evaluate your experience, education, and training in the cosmetology field.

This T&E questionnaire is the examination and will account for 100% of your score. It is important that you fill out the T&E examination completely. **Questions without a response will not be scored.** Your responses should be an accurate reflection of your experience, education, and training.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents must be included in your examination application package for the Cosmetology Examiner II examination:

- [Examination/Employment Application \(STD.678\)](#)
- Affirmation Statement
- [Training and Experience Examination](#)
- [Conditions of Employment \(Form 631\)](#)

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

**California Department of Consumer
Affairs Examination Services Unit
Attention: R. Kinney
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834**

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Consumer Affairs, Examination Services Unit. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and T&E is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

(a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (1) Lacks any of the requirements for the examination or position for which he or she applied.
- (2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
- (3) Has resigned from any position not in good standing in order to avoid dismissal.
- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
- (5) Has been found to be unsuited or not qualified for employment pursuant to rule.

(b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

NAME (PRINTED): _____

DATE: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

Applicant's Name: _____ **Date:** _____

Thank you for your interest in employment with the State of California. The California civil service selection system is merit-based, and eligibility for appointment is established through a formal examination process. The Cosmetology Examiner II examination consists of this Training and Experience questionnaire that will be used to evaluate your experience, education, and training in the cosmetology field.

This is a scored test and will account for 100% of your rating. It is important to complete the questionnaire accurately. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

TRAINING AND EXPERIENCE EXAMINATION

SECTION I - MINIMUM QUALIFICATIONS

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" in the appropriate box for each question.

License Requirement	Yes	No
1. Do you possess a valid Cosmetology license?	<input type="checkbox"/>	<input type="checkbox"/>
Pattern I - Experience Requirement	Yes	No
1. Do you have one year of experience in the California state service performing the duties of a Cosmetology Examiner?	<input type="checkbox"/>	<input type="checkbox"/>
Pattern II - Experience Requirement	Yes	No
1. Do you have two years of experience in the administration of practical performance examinations in Cosmetology? OR	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have three years of experience as a cosmetology instructor in a public or private school of cosmetology of which at least one year is in an administrative and/or supervisory capacity? OR	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any combination of the above?	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

ITEMS IN THE FOLLOWING SECTIONS WILL BE SCORED AND USED TO DETERMINE YOUR FINAL RATING.

SECTION II – SPECIALIZED EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Experience is acceptable only when it is a major part of the whole job and performed for at least 50% of the job duties. Experience which may have been gained as an occasional or incidental aspect of other work is not acceptable.

Areas of Experience	Years of Experience			
	Less than 1 year	1-4+ years	5-9+ years	10+ Years
1. Knowledge of cosmetology services to provide staff supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to work with a diverse group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to read and write English to communicate effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to verbally communicate to staff and candidates effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to stand for extended periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to effectively promote equal opportunity employment in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to maintain a work environment that is free of discrimination and harassment ensuring a positive and safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to analyze situations accurately and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of principles of supervision and discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Skill to type on a computer and utilize basic computer programs in order to prepare required reports, examination materials, as well as workloads for statistics and attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Skill to utilize basic computer programs (i.e. Word, Excel, internet, email).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

SECTION II – SPECIALIZED EXPERIENCE CONTINUED

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Experience is acceptable only when it is a major part of the whole job and performed for at least 50% of the job duties. Experience which may have been gained as an occasional or incidental aspect of other work is not acceptable.

Areas of Experience	Years of Experience			
	Less than 1 year	1-4+ years	5-9+ years	10+ years
12. Ability to complete assigned work in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Knowledge of current methods, practices, and terminology of cosmetology in the industry to stay informed and updated in the field of cosmetology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Knowledge of the material used in the industry to stay informed and updated in the field of cosmetology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Knowledge of the various services within cosmetology to stay informed and updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to prepare clear and concise reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to determine the qualifications necessary in each of the various services of the cosmetology industry to supervise examiners in other licensing categories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Knowledge of the organization, standards, laws, and regulations of the Board of Barbering and Cosmetology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Knowledge of the principles and techniques of grading examination material to provide a consistent examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Ability to establish and maintain professional professional relations with organizations and members of the cosmetology industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

SECTION III – TASK EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience			
	Less than 1 year	1-4+ years	5-9+ years	10+ years
1. Maintain confidentiality and security of exam content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide basic training for new employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitor staff administering exams for consistency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Process examination scores utilizing a tablet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Process and issue examination results utilizing a desktop computer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide orientations to candidates prior to exam.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Review National Interstate Counsel Quarterly Consistency Reports to check consistency in examiner grading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Receive and verify identification of the candidates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Evaluate staff work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provide unsuccessful candidates with an individual score evaluation and exam resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Administer practical performance examinations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Update tablets with revised exam material via electronic download.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Supervise and manage the staff and facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Prepare work schedules to assure proper staff coverage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Maintain and track staff attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ordering and procuring materials, supplies, and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS
 TRAINING AND EXPERIENCE EXAMINATION
 Cosmetology Examiner II**

SECTION III – TASK EXPERIENCE CONTINUED

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience			
	Less than 1 year	1-4+ years	5-9+ years	10+ years
17. Review exam materials to respond to complaints and appeal requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Work with facility stakeholders to ensure property is in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ensure that all staff complete required trainings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Review applications, interview, and hire qualified staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Draft correspondence using proper grammar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Prepare and conduct staff meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

SECTION IV – TOOLS AND MATERIALS EXPERIENCE

Please indicate your years of experience with the following tools and materials by placing an "X" in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Tools and Materials	Years of Experience			
	Less than 1 year	1-4+ years	5-9+ years	10+ years
1. Flatiron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Curling Iron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Blow Dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hair rollers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Brushes and Combs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Shears.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Straight Razors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Trimmers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Chemical bowl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Application Brush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Spatula	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Hair Pins/Clips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Perm Rods and Solution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Color/Tint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Bleach/Lightener	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Foil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Drape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Towel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Make-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Microdermabrasion Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Creams, Lotions and Tonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Tissue, gauze, cotton rounds, and sponges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
Cosmetology Examiner II**

SECTION IV – TOOLS AND MATERIALS EXPERIENCE CONTINUED

Please indicate your years of experience with the following tools and materials by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Tools and Materials	Years of Experience			
	Less than 1 year	1-4+ years	5-9+ years	10+ years
23. Tweezers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Wax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Nail Clippers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Polish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the selections you specify on this form.

Type of appointment you will accept	Please mark your choice(s) below:	
	<input type="checkbox"/>	Permanent Full Time (D)
	<input type="checkbox"/>	Other than Permanent Full Time (R)
Locations you are willing to work	Please mark your choice(s) below:	
	<input type="checkbox"/>	Los Angeles County 1900
	<input type="checkbox"/>	Solano County 4800

Note: You will not be offered a job in locations not selected.

