



EXAMINER IN BARBERING

Examination Code: 5CASS

Department: Department of Consumer Affairs (DCA)

Examination Type: Departmental Open

Final Filing Date: Continuous Filing

CLASSIFICATION DETAILS

Salary – \$4,188.00 - \$5,186.00 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:

- April 15, 2021
- October 15, 2021

Completed applications and all required documents must be received or postmarked by the cut-off date. Applications postmarked after the cut-off or received via hand delivery or 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 \(STD. 678\)](#)
- [Supplemental Application Examination](#)

Where to Apply

You may send your application package by mail or hand deliver to:

Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (C. Goodman)

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.

Either

1. Six months 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 Barber License.

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.

POSITION LOCATION

Positions exist statewide.

EXAMINATION SCOPE

Supplemental Application Examination – Weighted 100%

This examination consists of a Supplemental Application 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. Current methods, practices, terminology, and state laws 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 constructing and grading

Ability to

1. Maintain security of examination process.
2. Evaluate competency of applicants to determine qualifications for licensure.
3. Read and write English at a level required for successful job performance.
4. Communicate clearly and effectively.
5. Provide good customer service.
6. Adapt to changes.
7. Work independently and as a team.
8. Analyze situations accurately and take effective actions.
9. Prepare reports.
10. Establish and maintain cooperative relations with organizations and members of the barber industry.

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 completing your examination package.

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

Supplemental Application Questionnaire Examination: If you meet the minimum qualifications for this classification, your narrative response to the questions on the Supplemental Application Questionnaire 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, 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
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 Examination/Employment Application (STD. 678) and Supplemental Application questionnaire to:

**Department of Consumer Affairs
Examination Services Unit
ATTENTION: C. Goodman
1625 N. Market Blvd., Suite N321
Sacramento, CA 95834**

The Examination/Employment Application (STD. 678), 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 Examination/Employment Application (STD. 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 requested. 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
Examination Services Unit
ATTENTION: C. Goodman
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) listed below (1,2,3,4,5) from this page to indicate where your experience was acquired when completing Part II, Work Experience.

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

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 – BARBERING TECHNIQUES/PROCESSES

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

IV. TECHNICAL SKILLS – BARBERING MATERIALS/TOOLS

Please give examples of your training and/or experience and 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_____