

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. BARCOSMEA10R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Barber Cosmetologist-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor RAYMOND, JULIE R; REGISTERED NURSE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor TADSEN, DENISE; STATE DIVISION ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work / Monday- Friday 7:00am- 3:30pm.
14. General Summary of Function/Purpose of Position Employee provides professional Cosmetology assignments using independent judgment in applying methods and procedures. Employee has responsibility for the hair and grooming services for patients at the Center for Forensic Psychiatry, a maximum-security, mental health hospital.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

Cutting hair of male and female patients using a limited selection of authorized sharp instruments.

Individual tasks related to the duty:

Develops and maintains a schedule of appointments for male and female haircuts.

Orders supplies and equipment as authorized.

Maintains safe handling and safekeeping of tools, equipment and chemicals.

Cleans and sterilizes tools, equipment and supplies.

Maintains sanitary conditions in shop.

Maintains and completes all required paperwork/records and prepares reports of services provided.

May require to perform tasks and other duties as assigned.

Duty 2

General Summary:

Percentage: 15

Provide a range of cosmetology services including shampooing, permanent waves, sets, scalp treatments, tints, hair styling, manicuring service, hair braiding, beard trimming, etc.

Individual tasks related to the duty:

Develop and maintains a schedule of appointments for the above duties.

Purchase supplies and equipment as authorized.

Maintains safe handling and safekeeping of all tools, equipment and chemicals.

Properly clean and sterilize all equipment in accordance to industry standards and Infection Control Procedures.

Properly safeguard all equipment in accordance with agency policies and procedures.

Able to provide hair care services to all types of hair in a culturally diverse population.

Duty 3

General Summary:

Percentage: 15

Assist patients in learning and practicing proper grooming skills.

Individual tasks related to the duty:

Communicates to patient's reasons for proper hygiene.

Answers patient questions regarding proper hygiene.

Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Uses independent judgment to understand and interpret methods and procedures for performing a full range of cosmetology assignments.

17. Describe the types of decisions that require the supervisor's review.

Supply purchases if requests of patients or demands of staff are not in keeping with normal policies or procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Works with critical/dangerous tools, supplies including hazardous chemicals. May work with hazardous materials for sanitation purposes. Standing for long periods of time. Requires daily direct contact with mental health patients, often unpredictable, which may expose staff to bloodborne incidents and potential for injury. May require repetitive hand, wrist movement in performing tasks.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Provide a full-range of cosmetology service assignments in a maximum-security mental health facility.

Documentation related to these assignments.

Practice of infection control.

Daily interaction with mental health patients in this maximum-security mental health facility.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position. Employee in this position would be one of two Barber/Cosmetologist at CFP.

25. What is the function of the work area and how does this position fit into that function?

The Forensic Center is a JC accredited, maximum security hospital for mentally ill criminal offenders with both inpatient and evaluation facilities providing diagnostic and treatment services for defendants and Patients referred by the criminal courts in the State of Michigan. Cosmetology Shop provides an extensive and creative program of a wide range of hair grooming activities to mental health patients, male and females. Since personal grooming and hygiene is a necessary component of patient programming, this position functions as an essential element of overall patient programming.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Barber/Cosmetologist 7

No specific type or amount is required.

Barber/Cosmetologist E8

One year of experience equivalent to a Barber/Cosmetologist 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in the use of tools, equipment and chemicals in a maximum-security setting.

Knowledge of mental illness.

Knowledge of infection control and tool control.

Knowledge of methods and procedures to carry out cosmetology services.

Ability to prepare reports.

Ability to provide psychiatric interventions when needed.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a license to practice barbering or cosmetology in Michigan.

Completion of a 2,000-hour vocational/technical program in barbering.

Completion of a 1,500-hour vocational/technical program in cosmetology.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

ROBBIN COOPER

5/9/2017

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date