

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5303100

Beautician, Grade 8

Brief Description of Class

Beauticians provide beauty services to individuals* in State facilities and programs. Incumbents use standard beauty tools, instruments, and products to wash, style, and cut hair; perform manicures; and/or apply facial treatments and cosmetics in accordance with applicable agency and State appearance enhancement laws, rules, and regulations.

Positions are non-competitive and classified in the Department of Health's Helen Hayes Hospital, Office of Mental Health, Office for People With Developmental Disabilities, and State University of New York.

*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Beautician: full performance level; provides beauty services to individuals, including hair styling and removal, nail manicuring, and/or facial treatments; maintains service records, work areas, and supplies; and ensures cleanliness and safety.

Related Classes

Barbers provide barbering services to individuals in State facilities and programs; and use standard barbering tools, instruments, and products to cut, trim, shave, shampoo, and style hair, including beards, mustaches, and other facial hair, in accordance with applicable agency and State barbering laws, rules, and regulations.

Illustrative Tasks

Beautician

Provides beauty services to individuals, including hair, nail, and/or skin care services.

- Prepares individuals for services; and drapes linens or protective cloths.
- Determines desired or required hair styles based on individuals' instructions, prescribed style standards, hair type, and/or facial features.
- Combs and brushes individuals' hair using detangling and styling tools.
- Cuts, trims, and shapes hair using scissors, clippers, trimmers, and razors.
- Shampoos, rinses, and conditions hair with water, liquid hair products, and other solutions; and uses towels and hair dryers to dry the hair and scalp.
- Applies water, setting, straightening, or waving solutions; and uses curlers, rollers, hot combs, or curling irons to set, straighten, and curl hair.
- May alter hair color using dye or coloring, application brushes, color rinses, and other products.
- Shaves, trims, shapes, and/or removes facial hair, such as mustaches, beards, and eyebrows, using tweezers, razors, and other solutions.
- May apply lotions and powders to face, neck, and hair to prepare, cleanse, and condition individuals' skin and scalp.
- May manicure individuals' nails; apply facial treatments and makeup; and provide instruction on proper grooming and cosmetic maintenance techniques.
- Maintains and updates service records; and may record and report observations of individuals' behavior to appropriate clinical staff.

Maintains work area, equipment, and supply inventories.

- Dusts and cleans chairs, shelves, and other work areas; and sweeps up and disposes of hair clippings.
- Sterilizes and cleans beauty instruments and tools; and may sharpen, lubricate, and make minor repairs to maintain them.
- Monitors supply levels; and orders and stocks beauty supplies.

Minimum Qualifications

Beautician

Non-Competitive: possession of a license and current registration to practice cosmetology in New York State.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 2/2021

JMM