



NEVADA STATE BOARD OF COSMETOLOGY

Las Vegas Office
1785 E. Sahara Avenue, Suite 255
Las Vegas, Nevada 89104
702.486.6542

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4600 Kietzke Lane-Building 0, Suite 262
Reno, Nevada 89502
775.688.1442

www.cosmetology.nv.gov

State of Nevada Board of Cosmetology

Unclassified Position Announcement

Inspector I or II

Recruitment: The State of Nevada Board of Cosmetology is seeking qualified applications for a full-time Inspector I or II position located in the Las Vegas area.

Cover Letter, Resume, and Applications: Resumes with cover letters will be accepted until 5:30pm, **November 13th, 2015**. Application forms may be obtained from the Las Vegas or Reno office or the Board's website at: www.cosmetology.nv.gov.

Education, Experience, and Other Information:

1. Bachelor's degree from an accredited college or university with a major in law, criminal justice, health administration, public administration, business administration, police science or closely related field or related to infection prevention training/education; one year experience in a program area where standard inspection/investigative techniques were utilized to make program compliance determinations, preparing detailed reports for the purpose of justifying administrative sanctions, penalties or judicial prosecution. Determinations are based on evidence observed and/or collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory or comparable setting; OR
2. High school graduation or equivalent GED; AND
3. One year as a Investigator I in Nevada State service; OR an equivalent combination of education and experience in which the applicant has demonstrated possession of the necessary knowledge, skills and abilities.
4. Nevada driver's license (required).
5. Bilingual (English and Spanish/Vietnamese) is preferred, but not a requirement.
6. Basic knowledge or experience using Android-based smartphone/tablet.

Approximate Annual Salary & Benefits: Starting salary is grade 29-32 (TBD) based on experience and qualifications. Medical, Dental and Vision insurance programs are available; paid vacation and sick leave; retirement plan (PERS) and other available benefits.

Responsibilities:

1. Inspection Operations
 - a. Stay informed on all applicable statutes and regulations pertaining to NRS and NAC 644.
 - b. Communicate and explain statutes and codes during inspections as needed.
 - c. Enforce all statutes and regulations pertaining to NRS 644 and NAC 644
 - d. Organize and update inspection routes for all inspectors in the Las Vegas office monthly.
 - e. Maintain license control log and schedule first inspections of new salons and schools.

- f. Keep accurate daily records on the activity report form, showing the time in and out of each establishment, and/or location.
 - g. Issue compliance notices when appropriate.
- 2. Field Inspections
 - a. Complete an inspection report during an inspection for every establishment, school of cosmetology and/or location for public health and safety compliance with sanitary codes, when needed.
 - b. Prepare case files and reports of investigations.
 - c. Keep accurate records pertaining to citations, civil citations and complaints on the computer and tracking books.
 - d. Audit student timecards as needed.
- 3. Investigations
 - a. Investigate alleged complaints for possible violations of statutes or regulations.
 - b. Gather and preserve evidence and testify at hearings, when necessary.
 - c. Report to the Chief Inspector on a daily basis pertaining to volatile situations and/or issuing of citations, posting of legal notices, hand deliver, subpoenas, letters and correspondence as instructed by the Executive Director, and/or office.
 - d. Posting of legal notices, hand deliver subpoenas, letters and correspondence as instructed by the Board, Executive Director/Deputy Director and office staff.
 - e. Review current NRS laws and NAC regulations to assist in any required revisions.
- 4. Travel
 - a. Responsibilities require travel within and outside of the State.
 - b. Shall have a personal vehicle that is used for conducting their inspection responsibilities.
 - c. Shall provide the Board with a copy of their current automobile policy covering the automobile that is being used in conducting the Board activities. The documents shall note the coverage being provided by the insurance company.
 - d. Shall maintain automobile insurance compliant with the State's minimum required coverage or more for property damage, personal injury and liability.
- 5. Miscellaneous
 - a. Performs other duties as deemed necessary and appropriate or required by the Executive Director, statute or regulation.

Knowledge, Skills, and Abilities:

- 1. Ability to: read, understand, and apply laws and regulations that relate to the Nevada Revised Statutes and Nevada Administrative Code relating to the activities of the Nevada State Board of Cosmetology; knowledge or the desire to learn about the operation of the cosmetology industry relating to salon management, salon equipment, salon operations, and salon facility requirements; maintain good working relationships with other governmental enforcement agencies, governmental officials, and the general public; and the ability to think through the consequences of a decision prior to making it.

Submit Cover Letter, Resume and Application to:

Adam L. Higginbotham
Inspector I or II Position
State of Nevada Board of Cosmetology
1785 E. Sahara Suite 255
Las Vegas, NV 89104