



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### BARBERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Barbers-B	P5011B	25	
Barbers-O	P5011O	30	
Barbers-A	P5011A	35	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

### Nature of Work

Barbers cut, trim, shampoo, and style hair mostly for male clients. They also may fit hairpieces and offer scalp treatments and facial shaving. In many States, barbers are licensed to color, bleach, and highlight hair, and to offer permanent-wave services. Barbers also may provide skin care and nail treatments.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist in performing standardized barbering services.

### Recommended Education and Experience for Full Performance

High school diploma or GED, and must be at least 17 years of age and have graduated from a State-licensed barber or cosmetology school.

### Minimum Qualifications

Tenth grade education and must be at least 17 years of age and have graduated from a state-licensed barber or cosmetology school.

### Operational

- Employees in this Role Independently provide barbering services, which include cutting hair, giving shampoos, scalp treatments, etc.
- Employees maintain the barbershop and work station, and ensure the principles of sanitation, personal hygiene, and grooming methods are implemented.

## BARBERS

### **Recommended Education and Experience for Full Performance\***

High school diploma or GED, and must be at least 17 years of age and have graduated from a State-licensed barber or cosmetology school and six (6) months paid experience as a barber.

### **Minimum Qualifications**

High school diploma or GED, and must be at least 17 years of age and have graduated from a State-licensed barber or cosmetology school and three (3) months paid experience as a barber.

### **Advanced**

- Employees in this Role provide specialized barbering services.
- Employees prepare purchase orders for supplies and equipment needed for the barbershop.

### **Recommended Education and Experience for Full Performance**

High school diploma or GED, and must be at least 17 years of age and have graduated from a State-licensed barber or cosmetology school and one (1) year paid experience as a Barber.

### **Minimum Qualifications**

High school diploma or GED, and must be at least 17 years of age and have graduated from a State-licensed barber or cosmetology school and six (6) months paid experience as a Barber.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### **Skills**

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Service Orientation** — Actively looking for ways to help people.

**Statutory Requirements:** Applicants must be licensed in accordance with N.M. Title 16 Occupational and Professional Licensing, Chapter 34 Barbers and Cosmetologists, Part 5 Regular Licenses, as applicable.

## BARBERS

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001                      **Revised:** 09/20/2011

*Note: Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*