

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 01
Fiscal Year: 2011/2012
Posted Date: July 25, 2011

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specification attached.)

Item #	Class/Title
1	2204 Dental Hygienist

For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
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Clare Leung, MTA
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File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Dental Hygienist
Job Code: 2204

INTRODUCTION

Under general supervision, the Dental Hygienist examines and cleans the teeth of dental patients by using x-rays, local anesthetics and modern prophylactic technology; gives talks in schools on the proper care of teeth; maintains dental and related statistical records; and performs related duties as required.

Responsibilities include: providing individual and group instructions to patients in oral hygiene; encouraging the use of corrective treatment as well as preventive methods such as proper cleaning, regular examinations, fluoride treatment and good nutrition; assisting in developing, evaluating and distributing dental health educational material; conducting research, training and act as consultant to Public Health and school personnel or oral health programs; coordinating and implementing the Dental Disease Program which includes preparing quarterly reports. The Dental Hygienist also performs other duties as required. Requires responsibility for: carrying out, explaining and interpreting oral hygiene methods, techniques and procedures as they relate to the value of regular dental care for patients, students, parents and school personnel; also for preventing moderate losses through the proper handling and operation of dental equipment, supplies and facilities; making regular contacts with school personnel, parents and students to furnish information and explain proper procedures in the maintenance of a dental care program; preparing and maintaining routine dental and related statistical records and reports.

DISTINGUISHING FEATURES

The 2204 Dental Hygienist is a paraprofessional class that specializes in patient education and preventative oral healthcare, including examinations and cleaning. This class is distinguished from the 2202 Dental Aide in that the latter provides support and prep work for practitioners who examine and work on dental health patients. The 2204 Dental Hygienist performs more complex duties having more clinical responsibility that require specialized training and licensure.

SUPERVISION EXERCISED:

This class receives direct supervision from the 2210 Dentist. This class does not supervise.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Examines, takes x-rays as necessary, cleans and performs Periodontal charting of patients' teeth. Gives individual and group instruction to teachers and students in the proper care of teeth, encouraging the use of corrective treatment as well as preventive methods such as proper cleaning, regular examinations and good nutrition; uses moving pictures, pamphlets and other demonstration material as part of instruction programs.
2. Sterilizes, and maintains all instruments/equipment as per OSHA standards. Keeps informed of developments in dental health; interprets new developments to nurses;

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- ~~teachers and school administrators; does research work and assists public health and school nurses with problems and programs in dental health,~~
3. Administers anesthetic agents based on ADA guidelines. ~~Assists in selecting, evaluating and distributing dental health educational material; prepares pictures, charts and exhibits for dissemination of such material; may assist in making community dental surveys by working with lay and professional groups, compiling statistics and making reports of findings,~~
 4. Maintains accurate patients' records as per HIPPA guidelines. ~~Examines patient's teeth and records defects; cleans and polishes teeth, takes and develops x-rays of patients teeth; advises and instructs patients in correct oral hygiene.~~
 5. Instructs community groups and individuals of all ages on oral hygiene. ~~Sterilizes, and dries instruments, rubber cup and other equipment used; mixes cold sterilizing solutions, cleans and fills sterilizing trays and electric sterilizer,~~
 6. Keeps abreast of advancements in oral hygiene and related fields. ~~May attend meetings of community organizations to explain and dental health programs.~~
 7. Assists in co-coordinating the case management of dental/oral cases.
 8. Assists in developing, evaluating, and distributing dental health education materials.
 9. Performs research work, training, and acts as consultant to Public Health and school personnel on oral health programs.
 10. Coordinates and implements the Dental Disease Program which includes preparing quarterly reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a thorough knowledge of: ~~the~~ modern principles, practices and techniques of dental hygiene; dental terminology and dental science; current methods and techniques of oral prophylaxis; use and application of modern anesthetic and pain control; ~~the theories,~~ methods and ~~procedures-practices~~ for the prevention of dental diseases and the required corrective treatment; oral pathology, head and neck anatomy and tooth morphology; communicable disease, modes of transmission, prevention and treatment; methods and materials used in a dental health educational program.

Requires skill and ability to: provide effective Oral Hygiene Instructions to all age groups ~~and individual instruction in dental hygiene;~~ develop materials for dental health education; write and speak effectively; establish and maintain good relations with lay and professional personnel and gain their cooperation in the achievement of dental health objectives; deal courteously, effectively and tactfully with dental patients; ~~clean and examine~~

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~~teeth and apply knowledge of dental hygiene in instruction of dental patients;~~ use dental equipment and instruments in examining and cleaning teeth.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

~~Training and Experience~~ **EXPERIENCE AND TRAINING GUIDELINES: Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:**

TRAINING: One (1) year of verifiable full time experience as a Dental Hygienist.

EXPERIENCE: Requires completion of high school, **followed** by completion of an approved course in dental hygiene recognized by ~~the s~~**State b**oard of ~~d~~**Dental e**xaminers, ~~z~~

~~and one year of dental hygienist in a school or health department dental health program. or an equivalent combination of training and experience.~~

LICENSE AND CERTIFICATION

Requires possession of a valid **Registered Dental Hygienist** license ~~as a dental hygienist~~ issued by the ~~state board of dental examiners~~ **Dental Hygienist Committee of California.**

AND

Possession of, or the ability to obtain within two (2) weeks of hire, and maintenance of a valid Cardiopulmonary Resuscitation (CPR) Certificate issued by the American Heart Association is required.

PROMOTIVE LINES

To: No normal line of promotion

From: ~~Dental Assistant~~ **None**

ORIGINATION DATE:

AMENDED DATE: **07/ /2011**

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S):

COMMN