

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 2, 2011

Re: **Notice of Proposed Classification Actions – Final Notice No. 01 FY 2011/2012 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 2, 2011.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Carmela Villasica, DHR
Christina Penland, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**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):
(Final 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
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Christina Fong, DHR
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Linda Cosico, DHR
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Martin Gran, DHR
Steve Ponder, DHR
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
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.

Responsibilities include: providing individual and group instructions to patients on the subject of 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 and training; acting as consultant to Public Health and school personnel on oral health programs; coordinating and implementing the Dental Disease Program which includes preparing quarterly reports. The Dental Hygienist also performs other related duties as required.

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.
2. Sterilizes, and maintains all instruments/equipment.
3. Administers anesthetic agents based.
4. Maintains accurate patients' records.
5. Instructs community groups and individuals of all ages on oral hygiene.
6. Keeps abreast of advancements in oral hygiene and related fields.
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.

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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: 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; theory, methods and 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; regulations and standards governing dental hygiene and handling of patient records and information; Health Insurance Portability and Accountability Act (HIPAA); American Dental Association (ADA) guidelines; and Occupational Safety and Health Administration (OSHA) standards.

Requires skill and ability to: provide effective Oral Hygiene Instructions to all age groups; 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; 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.

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 State Board of Dental Examiners.

LICENSE AND CERTIFICATION

Requires possession of a valid Registered Dental Hygienist License issued by the 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

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required.

PROMOTIVE LINES

To: No normal line of promotion

From: None

ORIGINATION DATE: 1/12/61

AMENDED DATE: 8/2/11

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