NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

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

Posting No: 06
Fiscal Year: 2015/2016
Posted Date: 07/15/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2202</td>
<td>Dental Aide</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
INTRODUCTION

Under supervision, assists a dentist during the examination and treatment of dental patients by preparing and arranging dental instruments and equipment; assists in oral surgical procedures; makes entries on examination and treatment, records; takes and develops dental X-rays; and performs related duties as required.

Requires responsibility for: Posting and maintaining patient records of dental examinations and treatments; keeping statistics on number and type of patients requiring treatment. Nature of work requires sustained moderate physical effort and manual dexterity.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

None.

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. Makes appointments for patients; keeps records of patients admitted, results of examinations, dental work performed, number of patients seen.

2. Prepares and arranges dental instruments, equipment and accessories on trays ready for use; sterilizes and maintains dental instruments and equipment; keeps a sufficient amount of dental supplies available; mixes and maintains supplies of sterilizing and other solutions.

3. Provides chairside assistance to dental providers in all phases of clinical dentistry including oral surgery, pediatrics, and other procedures. Assists in oral surgical procedures by washing mouth of patient; handing instruments to oral surgeon; assists in surgical procedures, such as wiring; maintains patient comfort during oral surgery.

4. Takes and develops dental X-rays; cleans and prepares X-ray machine; mounts X-ray film.; mixes and maintains supplies of developing and fixing solutions.

5. Types communications, monthly and annual reports, budget requests for dental supplies and equipment; keeps office and equipment in neat, clean, and sanitary condition.

6. Provides preventative services including coronal polishing, topical fluoride application, and oral health education.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a good knowledge of: The principles and methods of sterilizing dental equipment and supplies; the use of common dental instruments, equipment and materials; dental hygiene and prophylaxis; dental office procedure and
Title: Dental Aide
Job Code: 2202

record keeping; dental X-ray techniques; the names of teeth and surfaces of crown.

Requires skill and ability to: Take, develop, and mount dental X-rays; type and keep dental records; prepare, maintain, and clean dental instruments, equipment and accessories; deal courteously and tactfully with patients through exercise of effective chairside techniques and a pleasant personality.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Education:
Requires completion of high school, supplemented by a dental assistant course

Experience:
One (1) year of experience as a Dental Aide; or an equivalent combination of training and experience

License and Certification:
Possession of a current and valid Registered Dental Assistant (RDA) license

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
To: 2204 Dental Hygienist
From: Entrance examination

ORIGINATION DATE:

AMENDED DATE: 11/25/08; 7/xx/2015

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