

September 10, 2015

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, September 17, 2015  
1:30 p.m., Council Chambers  
County-City Building

**A G E N D A**

ITEM 1: Request to create the following classification:

<u>CLASS</u> <u>CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
3615	Dental Hygienist Supervisor	A14 (\$59,009.60 - \$78,707.20)

ITEM 2: Miscellaneous Discussion

PC: Teresa Meier, City Clerk  
Judy Halstead

**ACCOMMODATION NOTICE**

*The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.*

## DENTAL HYGIENIST SUPERVISOR

### NATURE OF WORK

This is responsible professional dental work providing dental hygiene services and procedures per scope of practice and advanced administrative work in the development of public health dental programs and assisting in the supervision of the Division of Dental Health and Nutrition Services Division.

Work involves responsibility for the performance of professional dental work in the delivery of dental hygiene services per scope of practice. Work also involves responsibility for developing, implementing and evaluating advanced public health dentistry programs and services. Work may include assisting in the supervision and coordination of the Division of Dental Health and Nutrition Services Division, orienting staff to policies and procedures; monitoring and evaluating the delivery of dental services by subordinate staff and preparing reports periodically reflecting services and measurable outcomes. Supervision is received from the Division Manager with work being reviewed through established quality control measures. Supervision is exercised over subordinate dental hygienists, dental assistants and clerical staff in cooperation with the supervision by dentists exercised over professional staff per scope of practice in the delivery of professional dental services.

### EXAMPLES OF WORK PERFORMED

Orients dental staff by discussing policies and procedures, case load and completion of forms, reports and client records.

Monitors and evaluates dental care services provided by subordinate dental hygienists and dental assistants in cooperation with the supervision of dentists exercised over professional staff per scope of practice; prepares periodic reports reflecting dental care services provided.

Prepares initial sectional budget request and monitors budgetary expenditures; researches and writes grants and reports for program funding.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in health related activities; promotes and publicizes the Division's activities and programs.

Supervises subordinates engaged in the delivery of dental health services in cooperation with the supervision exercised by dentist per scope of practice; may act in the absence of the Division Manager.

Demonstrates new dental preventive methods and procedures to other dental hygienists, dental assistants, other Health Department personnel, and to the general public.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the applications, practices and techniques of dental hygiene and the profession of dentistry.

Considerable knowledge of modern education practices, techniques and philosophies as they relate to dental health programs.

Considerable knowledge of current community dental health problems and the organizations which deal with those problems.

Considerable knowledge of the methods, practices and techniques used in ascertaining dental health problems and educational needs.

Ability to communicate effectively both orally and in writing.

Ability to plan, formulate and execute public dental health education programs.

Ability to relate to people of all ages in such a manner as to obtain their confidence and establish rapport.

Ability to establish and maintain effective working relationships with co-workers, subordinates, public officials and the general public.

Ability to present complex information and terminology in understandable, non-technical language.

Ability to operate autoclaves, x-ray machines and related equipment.

#### DESIRABLE TRAINING AND EXPERIENCE

Master's degree in dental hygiene, health education, public health or related field with four years of experience in the planning, delivery and evaluation of community wide dental health education or public health programs plus two years of experience in a leadership role.

Membership in the American Dental Hygienists Association.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited dental hygiene program and licensed by the State of Nebraska; plus graduation from an accredited four year college or university with major course work in dental hygiene, health education, public health or related field with two years of experience in the planning, delivery and evaluation of community wide dental health education or public health programs plus two years of experience in a leadership role; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered dental hygienist in the State of Nebraska.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.