

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DENTIST MANAGER

JOB DESCRIPTION

Employees in this job coordinate and direct the work of professional dentists. The employee, under general, administrative, or executive supervision, works within general methods and procedures and exercises considerable independent judgment to adapt the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of dental programs, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job.

Position Code Title – Dentist Manager-1

Dentist Manager 17

The employee functions as a first-line manager, overseeing a facility dental program, a dental monitoring and surveillance program, or a dental laboratory.

Position Code Title – Dentist Manager-2

Dentist Manager 18

The employee functions as a second-line manager, responsible for overseeing dental program management activities on a statewide basis.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Maintains current knowledge of developments in dentistry techniques and technology.

Performs related work as assigned.

Additional Job Duties

Dentist Manager 17

Directs, monitors, and maintains all dental services within specified program area(s) or at a state facility.

Directs and participates in the performance of general prophylactic, prosthetic, and surgical dentistry procedures.

Directs the performance of required tests of prosthetic devices to ensure conformance to standards and specifications.

Confers with local governmental units, schools, and industrial organizations on dental health problems.

Represents the program at conferences and on committees.

Dentist Manager 18

Directs the monitoring, utilization, and review of dental care, treatment, and evaluation programs.

Summarizes and analyzes appropriateness of services, involvement of program recipients and providers, and reviews billings.

Coordinates peer review committees.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge in the area listed is required at the 17 level and considerable knowledge is required at the 18 level.

Knowledge of dentistry techniques and technology.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of the techniques and practices of fabricating prosthetic devices.

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Knowledge of the activities of educational and social agencies as related to local health.

Knowledge of community organizations.

Knowledge of the theory and practice of local health dentistry.

Ability to advise dental health care professionals and lay persons on matters of dental health care policy, techniques, and procedures.

Ability to review and correlate dental and scientific reports on dental health programs.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Dentist Manager 18

Knowledge of the delivery and monitoring of dental care services.

Knowledge of statistics and statistical reporting related to the prevention of dental diseases.

Ability to direct a statewide program.

Working Conditions

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Physical Requirements

None.

Education

Possession of a Doctorate of Dental Surgery or Doctorate of Medical Dentistry degree.

Experience

Dentist Manager 17

Two years of professional experience equivalent to a Dentist P15 or one year equivalent to a Dentist 16.

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Dentist Manager 18

Three years of professional experience equivalent to a Dentist P15, two years equivalent to a Dentist 16, or one year equivalent to a Dentist 17.

Special Requirements, Licenses, and Certifications

Possession of a license to practice dentistry in Michigan.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DENTSTMGR

Job Code Description

Dentist Manager

Position Title

Dentist Manager-1

Dentist Manager-2

Position Code

DENTMGR1

DENTMGR2

Pay Schedule

NERE-163

NERE-164

ECP Group 3
Revised 6/1/06
TeamLeaders