

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**DENTAL HYGIENIST**

**JOB DESCRIPTION**

Employees in this job conduct oral examinations, perform dental prophylaxis, administer local anesthesia, and carry out other duties related to preservation of dental health and prevention of dental disease.

**Position Code Title - Dental Hygienist-E**

**Dental Hygienist E11**

This is the experienced level. The employee performs a full range of Dental Hygienist assignments and uses independent judgment to make decisions in specific work situations. Work is performed under the supervision of a licensed dentist and considerable independent judgment is required to provide appropriate dental services.

**Position Code Title - Dental Hygienist-A**

**Dental Hygienist 12**

This is the advanced level. The employee functions as a clinical assistant to the Dental Manager with responsibility for performing complex programmatic and administrative assignments recognized by Civil Service as beyond those assigned at the experienced level.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Performs oral prophylaxis, scaling, root planing, and teeth polishing using various dental instruments.

Administers local anesthesia, topical fluorides, topical anesthetics, and desensitizing agents.

Examines for dental problems such as periodontal disease or tooth decay, charts findings, and reports observations to dentist.

Instructs patient in methods of brushing and flossing, care and cleaning of dentures, maintenance of oral health, and use of non-prescription medication.

Creates and maintains dental treatment charts and records.

Takes bitewing and periapical radiographs; reads and interprets dental radiographs and reports findings to dentist.

Assists dentist at chairside during restorative, surgical, prosthetic, and endodontic procedures.

Practices and maintains proper infectious disease control procedures, including cleaning and sterilization of dental instruments and disinfection of dental equipment.

Maintains dental instruments and equipment in proper working order; ensures security of medications, instruments, and needles.

Schedules dental appointments and maintains appointment records.

Types charts, orders inventory, and performs related dental office duties.

Removes periodontal and surgical packs and sutures.

Conducts health screening of incoming patients; performs oral examination, takes panoramic x-rays, examines and charts existing dental conditions, determines need for emergency treatment, and makes referrals.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Dental Hygienist 12 (Clinical Assistant)**

Assists Dental Manager with quality assurance activities and in formulating, implementing and evaluating program policies and procedures.

Collects data from patients' records and reports; performs research and analysis of dental program and services.

Consolidates information and creates reports for program reporting and evaluation requirements.

Conducts review of program data for internal audits to ensure dental practices and standards are maintained.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of equipment and procedures used in dental prophylactic and periodontal treatments.

Knowledge of dental terminology and equipment.

Knowledge of techniques of chairside assistance.

Knowledge of dental laboratory procedures.

Knowledge of methods and procedures of providing dental care for hospital residents and prison inmates.

Skill in dental hygiene techniques and in the use of the tools and equipment of the dental hygienist profession.

Ability to evaluate the dental status of patients.

Ability to instruct patients in oral hygiene procedures.

Ability to maintain records and prepare reports related to the work.

Ability to communicate effectively.

#### **Additional Knowledge, Skills, and Abilities**

#### **Dental Hygienist 12 (Clinical Assistant)**

Knowledge of the principles and practices of research and analysis and program reporting.

Knowledge of the operational requirements and administrative standards of the dental program.

Knowledge of the principles and practices of quality assurance activities and internal auditing.

Ability to analyze, synthesize, and evaluate a variety of data for the program area.

### **Working Conditions**

Jobs are located in correctional, mental health, or juvenile detention facilities.

Jobs require direct contact with patients or prisoners.

## **Physical Requirements**

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

## **Education**

Possession of an associate degree in dental hygiene.

## **Experience**

### **Dental Hygienist E11**

Two years of experience as a dental hygienist.

### **Dental Hygienist 12**

Three years of experience as a dental hygienist, including one year equivalent to a Dental Hygienist E11.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

## **Special Requirements, Licenses, and Certifications**

Possession of a Michigan registered dental hygienist license and local anesthesia specialty certification in good standing.

See individual position descriptions for other requirements.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

DENTALHYG

### **Job Code Description**

DENTAL HYGIENIST

### **Position Title**

Dental Hygienist-E

Dental Hygienist-A

### **Position Code**

DENTLHYG

DENTLHYA

### **Pay Schedule**

L32-026

L32-027

KH

10/01/2025