

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
DENTAL HYGIENIST

JOB DESCRIPTION

Employees in this class serve as dental hygienists with responsibility for conducting oral examinations, performing dental prophylaxis, and carrying 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 in a full-functioning capacity. 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: 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.

Performs oral prophylaxis on patients, scaling, root planing and polishing the teeth to remove stains, plaque, and calculus from tooth surfaces using hand scalers, ultrasonic cleaning instruments and motor- or air-driven dental polishers.

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

Instructs patient in proper methods of tooth brushing and flossing techniques, care and cleaning of dentures, maintenance of oral health, and/or proper usage of non-prescription medication.

Creates and maintains dental treatment charts and records.

Takes bitewing and periapical films, exposes and processes radiographs using related equipment; reads and interprets dental radiographs and reports findings to dentist.

Assists dentist at chairside during restorative, surgical, 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; follows procedures to maintain security of medications, instruments, and needles.

Schedules dental appointments and maintains appointment records.

Applies topical fluorides, topical anesthetics, and desensitizing agents to teeth and/or gums.

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

Removes periodontal and surgical packs and sutures.

Conducts health screening of incoming patient by performing an oral examination, takes panoramic x-rays, examines and charts existing dental conditions, determines need for emergency treatment and makes referrals.

Performs related work 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

Considerable knowledge of equipment and procedures used in dental prophylactic treatments.

Considerable knowledge of dental terminology and equipment.

Considerable knowledge of techniques of chairside assistance.

Considerable knowledge of dental laboratory procedures.

Some 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.

Ability to learn and utilize computer process and software.

Additional Knowledge, Skills, and Abilities

Dental Hygienist 12 (Clinical Assistant)

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

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

Knowledge of the principals 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.

Some jobs require direct contact with prisoners.

Physical Requirements

None

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 of experience equivalent to the experienced (E11) level in state service.

Special Requirements, Licenses, and Certifications

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

Possession of a Michigan registered dental hygienist license in good standing.

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

DENTALHYG

Job Code Description

DENTAL HYGIENIST

Position Title

Dental Hygienist-E

Dental Hygienist-A

Position Code

DENTLHYG

DENTLHYA

Pay Schedule

L32-011

L32-025

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08/20/2023