

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**Dental Hygienist - Registered**

**CLASS SUMMARY:**

Under general direction, the Dental Hygienist - Registered provides preventive, therapeutic and educational services to the community, dental clinic clients, and school children in structured care settings, outpatient and mobile clinics, and non-traditional, non-clinical settings; performs dental prophylactic treatments and preventative dental care procedures; and/or plans and promotes public awareness and oral health programs. May lead the work of subordinate dental health personnel assigned to programs.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Dental Assistant, Registered Lead** class which coordinates clinic and front office operations; provides lead oversight to dental and office staff; receives and prepares patients for dental treatments; prepares materials and equipment; assists during treatments; and keeps records of appointments, examinations, treatments and supplies.
- **Dentist** class which performs oral examinations at various County clinics and detention facilities; interprets x-rays; treats dental and mouth diseases; performs prophylactic procedures, restorations, and other dental treatments; takes impressions, orders dentures and fits and adjusts dentures; and instructs patients in oral hygiene and dental care.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives medical and technical supervision from the Dentist and administrative supervision from the Dental Office Supervisor or other higher-level staff;
- No direct supervision is regularly exercised over others. However, incumbents in this class may perform lead duties over dental health professionals, office staff, and volunteers assigned to the various clinics and/or educational programs.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Under the general supervision of a dentist, provides routine, preventative, and advanced patient care and treatment, such as:
  - Patient examinations including taking X-rays; screening for periodontal problems; observing and reporting oral conditions; examining mouth, throat, and pharynx; examining teeth for plaque index; observing and reporting symptoms of acute physical distress, and
  - Patient treatment planning the sequence of dental hygiene procedures; reviewing patients medical and dental histories; preparing treatment plan for plaque control; and answering patient inquiries.
  - Preventative services including administering local anesthesia, nitrous oxide and/or oxygen; using ultrasonic devices and hand instrument to remove supra gingival and subgingival calculus; performing oral prophylaxis, scaling, and root planning; applying topical medication; taking impressions for bleaching trays and applying activating agents with non-laser, light-curing devices; applying disclosing solutions, sealants, and fluoride to the teeth; and cleaning and polishing teeth surfaces.
- Develops, administers, and maintains oral health education programs and disease prevention measures to promote oral health hygiene and dental care, such as:

- analyzing community oral health needs; coordinating/mobilizing client and community partnerships and services; assisting groups in planning and promoting dental health education programs; and developing and modifying dental health programs;
- collecting data, maintaining records and preparing reports of activities pertaining to dental health programs.
- writing educational, informational and promotional articles promoting oral hygiene; developing and distributing dental health education program materials; developing grade level appropriate dental health education lessons for classroom presentations; and
- presenting outreach programs, talking to community groups about oral health services.
- Plans and conducts pediatric dental hygiene, prophylaxis, fluoride and sealant clinics at schools, such as:
  - providing plaque control and nutritional instruction in pre-school, elementary, junior and senior high schools, and special education/developmental schools and centers;
  - coordinating and/or performing school visits; recruiting and coordinating volunteers, community dentists and hygienists; instructing parent groups and students on proper oral health and recommending prevention measures; and
  - screening children for oral diseases; applying fluoride and sealants on permanent teeth and molars.
- Establishes and maintains effective working relationships with outside agencies, schools, parents, dentists, and other County departments.
- May lead subordinate dental health personnel and office staff.
- Performs other duties of a similar nature or level as assigned.

**EDUCATION AND EXPERIENCE:**

**Education:** Graduation from a dental hygienist program accredited and approved by the Commission on Dental Accreditation (CODA).

**AND**

**Experience:** One year of recent dental hygiene clinical experience in a school, community, or public health setting or related dental health program.

**LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Possession of a valid license as a Registered Dental Hygienist issued by the Dental Hygienist Board of California.
- Possession of, or ability to obtain, a valid California Driver's License, Class C

**Note:** All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules and the applicable bargaining agreement.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Current federal, state, and local laws and regulations governing professional standards and regulations for dental hygiene (e.g., Dental Practice Act).
- Health Insurance Portability and Accountability Act (HIPPA) and Infection Control in a dental setting.
- Current principles, practices and techniques of dental hygiene including theories, terminology, and methods; common medical and oral diseases and associated preventive and corrective measures and treatments.
- Care and use of common dental equipment, instruments, and materials.
- Dental radiology
- Dental office procedures, medical and administrative practices, equipment, personal computers, patient charting, software.
- Current materials, practices, and methods used in dental health education programs.
- Oral communication techniques to include presentations to groups of various sizes, cultures, and economic status in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, sometimes in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Principles of leadership, on-the-job training, and work review.

**Skill and/or Ability to:**

- Perform routine clinical procedures and prophylactic treatments such as cleaning, scaling, and polishing teeth; suture removal; and applying sealants and fluoride varnish.
- Examine teeth using appropriate dental instruments.
- Provide oral health care instructions, educational services, and motivation to individuals and community groups in the proper techniques of oral hygiene and preventing dental diseases;
- Plan and conduct oral health in-service trainings.
- Provide dental services in a tactful, culturally sensitive, and effective manner to various cultural and ethnic individuals and groups.
- Represent the department in meetings with representatives from various County and non-County organizations, with local businesses and/or schools, with patients and their families, and/or with the general public.
- Prepare a variety of written communications including medical charts, educational materials, and reports; maintain accurate records and documentation on actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Keep informed of developments in dental health through State's required continuing education requirements and additional available educational opportunities.
- Use modern office equipment including computers and related software applications.
- Provide work direction to subordinate dental health personnel and office staff.

- Establish and maintain constructive and cooperative working relationships with those contacted in the course of work demonstrating tact, diplomacy, patience, and compassion.

**PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Positions in this class require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.

**WORKING CONDITIONS:**

- **Work in a Dental Clinic Facility, Mobile Dental Clinic, and/or School or Office setting:** Employees in this class will be working in a dental clinic facility, mobile dental clinic, and/or school or office setting, and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may be occasional exposure to extreme temperatures, inadequate lighting, and workspace that restricts movement.
- **Traffic Hazards:** Employees in this class will or may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

**OTHER REQUIREMENTS:**

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any city/county where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents are be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- **Drug Testing:** Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.
- **Child Abuse Reporting:** Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- **Elder Abuse Reporting:** Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.

- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: 06/10/2020
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 06/23/2020
- Class Code: 435080