

AGENDA COVER MEMORANDUM

AGENDA DATE: May 12, 2004

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Cindy Tofflemoyer, Personnel Analyst

AGENDA TITLE: IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR DENTAL HYGIENIST

I. MOTION

MOVE APPROVAL OF ORDER _____/IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR DENTAL HYGIENIST

II. ISSUE

There is a need to establish a new classification in Health and Human Services. The position will be responsible for performing dental hygiene work in a clinic setting or outlying community location.

III. DISCUSSION

A. Background

The Lane County Department of Health & Human Services, Human Service Commission (HSC), was awarded a competitive grant from the Federal Department of Health and Human Services to establish a Community Health Centers program. The job duties of this proposed classification have been identified as necessary to fulfill the clinic's business needs and grant specifications.

B. Analysis

Human Resources (HR) conducted a survey of comparable Oregon counties that utilize similar dental hygienist classifications. Three counties, Clackamas, Multnomah and Tillamook utilize Dental Hygienist classifications. Clackamas County (\$37,518-\$47,540) is the closest comparator to our proposed compensation range (\$36,920-\$51,085). AFSCME was notified per contract, they agreed with the proposed salary range and

including this classification in the AFSCME Nurse's bargaining unit. The Dental Hygienist classification requires graduation from an accredited dental hygiene program and a license to practice dental hygiene in Oregon.

Budget:

Funding for this position will be from federal grant revenues awarded to the Department of Health and Human Services, Human Service Commission for Community Health Centers, as well as Peace Health Foundation's dedication of Federal Bureau of Primary Health Care funds to support the preventive dentistry program of the Community Health Center. Additional funding for the position will come from Head Start of Lane County and billing services through the Oregon Health Plan and other insurers.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the proposed classification and salary range for the Dental Hygienist classification.

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans.

V. ATTACHMENT

Board Order
Dental Hygienist classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

***)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR DENTAL HYGIENIST***

WHEREAS, Human Resources has completed a review and point factor of the proposed Dental Hygienist classification

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval; and

IT IS NOW HEREBY ORDERED that there be created the new classification and salary range for Dental Hygienist

Dental Hygienist Range 28: \$36,920-\$51,085

DATED this ____ day of May 2004.

Bobby Green, Chair
Lane County Board of Commissioners

**IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR DENTAL HYGIENIST**

AGENDA DATE: May 12 2004

(CC) ORDER _____ / IN THE MATTER OF CREATING A
CLASSIFICATION AND SALARY RANGE FOR DENTAL HYGIENIST

DENTAL HYGIENIST

DEFINITION This classification performs dental hygiene work in a clinic setting or outlying community location.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from assigned professional and supervisory staff according to licensure and or permit.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform dental prophylaxis: Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.

Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.

Apply fluorides and other cavity preventing agents to arrest dental decay.

Dental charting, expose and develop x-ray film.

Develop and provide dental health education to clients.

May provide clinical services and health education to improve and maintain oral health of school children.

May feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer. Feels and visually examines gums for sores and signs of disease.

Make impressions for study casts.

May place and remove rubber dams, matrices, and temporary restorations.

May place, carve, and finish amalgam restorations. May remove excess cement from coronal surfaces of teeth.

May provide triage for emergent dental condition; take blood pressure; administer topical and local anesthesia.

Dental Hygienist

Perform related duties as assigned within license and/or permit parameters.

MINIMUM QUALIFICATIONS

Knowledge of: Principles, practices and procedures of dental anatomy, physiology and nutrition. Knowledge of the methods and techniques of dental disease prevention. Knowledge of dental office practices, procedures and record keeping requirements.

Ability to: Able to provide individual and group instruction to help patients understand how to prevent dental disease and maintain good dental health. Excellent oral communication ability to explain, persuade and reason with a wide variety of patients and their families having a widely varying cognitive abilities, cultural backgrounds, and education levels. Able to work independently or within a team. Able to make decisions independently in accordance with established policies and use initiative and judgment in completing assignments. Use dental equipment and materials.

Experience and Training

Training: Graduation from an accredited dental hygiene program.

Experience: Experience is preferred.

Special Requirements: Possession of, or ability to obtain, an appropriate and valid license to practice dental hygiene issued by the State of Oregon, CPR certification, some positions may require the possession of a valid driver's license or acceptable alternative method of transportation. May require Limited Access Permit.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Positions in this classification may be eligible for an additional 3% premium if business needs determine that a Limited Access Permit is necessary.