

W901

AGENDA COVER MEMORANDUM

AGENDA DATE: October 13, 2004

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Hector Rios, Personnel Analyst

AGENDA TITLE: IN THE MATTER OF CORRECTING ORDER No.04-5-12-17 {CREATING CLASSIFICATION AND SALARY RANGE FOR DENTAL HYGIENIST}

I. - MOTION

MOVE APPROVAL OF ORDER _____ / IN THE MATTER OF CORRECTING
ORDER No.04-5-12-17 {CREATING CLASSIFICATION AND SALARY RANGE FOR
DENTAL HYGIENIST}

II. ISSUE

The classification specifications for the Dental Hygienist included a 3% premium for possession of a Limited Access Permit. This classification was brought to and was authorized by the Board of County Commissioners on May 12, 2004. However, the Board Order did not include the 3% premium as part of the compensation.

III. DISCUSSION

A. Background

On May 12, 2004, Human Resources staff presented a new classification for approval by the Board of County Commissioners. Although the classification was authorized, the Board Order did not include a provision for a 3% premium when business needs dictate the necessity for this permit.

B. Analysis

This classification will be utilized in the Federally Qualified Health Center (FQHC) with the Human Services Commission in the Health and Human Services Department. As part of the services provided to the community, the FQHC needs to hire a Dental Hygienist who has a Limited Access Permit as part of their qualifications. In Oregon, most Dental Hygienists work under the general supervision of a Dentist. The exception is a Dental Hygienist who holds a Limited Access Permit which allows him or her to provide dental hygiene services without the supervision of a Dentist in certain settings for patients who may not be able to otherwise access dental care services (ORS 682.200 and OAR 818-035-0065 through 818-035-0100).

It is important to note that this premium will only be paid when Lane County determines that a Limited Access Permit is necessary for an employee to perform the independent duties. In some cases, a Limited access Permit may not be necessary. The current needs at the FQHC are such that it is imperative they hire someone who possesses this permit.

C. Alternatives/Options

1. Amend Board Order 04-5-12-17 to include the premium.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners amend Board Order 04-5-12-17 to include the premium and make it retroactive to the date of its authorization, May 12, 2004.

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 CORRECTING
)ORDER No.04-5-12-17 {CREATING
)CLASSIFICATION AND SALARY
)RANGE FOR DENTAL HYGIENIST}***

WHEREAS, the Board of County Commissioners authorized the creation of a classification as Dental Hygienist and approved the salary range at grade 28 (\$36,920 - \$51,085).

WHEREAS, the order did not clearly authorize the 3% premium pay for possession of a Limited Access Permit, although such premium was included in the classification specifications submitted ; and

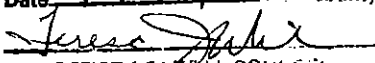
WHEREAS, changes to the classification and compensation plans require board approval; and

IT IS NOW HEREBY ORDERED Order No. 04-5-12-17 is amended such that the Board approves its correction retroactive to the date of the original order, May 12, 2004, so that it reads as follows:

Dental Hygienist Range 28: \$36,920-\$51,085 / annually
Plus 3% premium for Limited Access Permit, when business needs
determine such permit to be necessary.

DATED this 2004.

APPROVED AS TO FORM

Date 10/1/04 County

OFFICE OF LEGAL COUNSEL

Bobby Green, Chair
Lane County Board of Commissioners

**IN THE MATTER OF CORRECTING ORDER No. 04-5-12-17 {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.