



ANNOUNCEMENT FOR OPEN TESTING

Dental Hygienist Consultant

Final Filing Date: **July 9, 2020**

Bulletin Release Date: **June 11, 2020**

TU50 - 8387 0HA15

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf>, and may be filed in person or by mail with:

By Mail:

DEPARTMENT OF HEALTH CARE
SERVICES
Human Resources Branch
Selection Unit
P.O. BOX 997411, MS 1300
Sacramento, CA 95899-7411

In Person:

DEPARTMENT OF HEALTH CARE
SERVICES
Human Resources Branch
Selection Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 345-7237

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **July 9, 2020**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

NOTE: Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

SALARY RANGES: \$4,802-\$6,315 per month

POSITION DESCRIPTION: The Dental Hygienist Consultant assists in the development and implementation of preventive programs to improve dental health; serves as an advisor and consultant in planning and developing area-wide dental disease prevention programs; assists with the

administration of dental hygiene activities in assigned areas; instructs interested persons and groups in proper diet and its relation to dental health. Additionally, the incumbent assists in explaining and interpreting dental health programs at seminars; develops and conducts preventive dental health programs for specific community groups; assists in establishing and implementing dental manpower development programs; evaluates dental health programs. Moreover, the incumbent serves as dental hygiene consultant to local health departments and interprets regulations and guidelines of dental health programs; gives consultation on dental hygiene practices; stays current and informed on advancements in dental health; acts as liaison with other departmental programs dealing with dental issues to orient them to the Children's Medical Services (CMS) program and to keep abreast of all activities relating to dental care which impact eligible children and youth.

Positions exist with the Department of Health Care Services statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **July 9, 2020**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Possession of the legal requirements to practice as a Dental Hygienist as determined by the Dental Hygiene Committee of California (formerly handled by the California Board of Dental Examiners, now known as the Dental Board of California). **And**

Experience: Five years of experience as a licensed Dental Hygienist, at least two years of which must have been in public health. **And**

Education: Graduation from an accredited college or university with a baccalaureate degree in dental hygiene or its equivalent. (Possession of an Associate of Arts Degree in Dental Hygiene and a baccalaureate degree in public health, health education, or education may be accepted as equivalent.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of Training and Experience (T&E) weighted 100%. No written test is required and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a Training and Experience examination. **The examination will be sent to the email address listed on your application. Please ensure the email address on your application is correct. Candidates are responsible for regularly checking their emails, including SPAM/Junk folders, to ensure receipt of the examination, which will be sent via Survey Monkey.** The

examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates consideration will be given to the extent and type of pertinent experience and education over and above that which is required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Principles, practices and techniques of dental hygiene
2. Dental diseases and related preventive and corrective measures
3. Care and use of common dental equipment, instruments, and materials
4. Current practices and methods of dental health educational programs

Ability to:

1. Provide consultation and technical assistance to local agencies concerned with dental health programs and to dental hygienists and other health-related personnel
2. Supervise dental hygienists and other dental health personnel
3. Deal effectively with people and to stimulate interest of, and to motivate all age groups in, the prevention of dental disease
4. Establish and maintain effective working relationships with lay and professional personnel and groups
5. Meet and deal tactfully with the public
6. Exercise resourcefulness

Personal Characteristics:

1. Possession of a high degree of originality and effectiveness in person-to-person relationships which result in material differences in program effectiveness
2. Possession of a valid California driver's license
3. Willingness to travel extensively throughout the State as a regular part of the work

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **12 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Effective January 1, 2014, veterans' preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference
 2. An entrance examination is defined, under the law, as any open, competitive examination
 3. Veterans' preference is not granted once a person achieves permanent civil service status
- Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form (Std. Form 1093), which is available from the California Department of Human Resources or the Department shown on this announcement.

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TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929	MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378	Sprint from voice telephone: 1-888-877-5379