



## Career Service Authority

### Public Health Dentist

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs professional dental work and clinical direction in the operation of the dental clinic in a Neighborhood Health Center.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class performs professional dental work and clinical direction in the operation of the dental clinic in a Neighborhood Health Center. This class is distinguished from the Dentist, which performs preventive and restorative dental work, which includes examining, diagnosing and treating patients

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

Performs leadwork on a job by job or rotating basis.

**ESSENTIAL DUTIES**

Performs preventive and restorative dental work, which includes examining, diagnosing and treating patients.

Develops and implements unit development plans to provide cross-training of employees, establishes priorities and assigns work on the basis of administrative guidelines, patient population needs, and subordinate's work load and skill levels.

Resolves problems encountered by employees including difficult contact problems regarding dentistry program policy or insurance requirements.

Provides work instructions in unusual work situations regarding diagnosis or treatment techniques and plans.

Performs leadwork and clinical direction, which includes input on performance enhancement programs.

Provides assistance in budgetary activities.

Maintains charts and treatment plans and completes required reports.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

With administrative approval, establishes new techniques and procedures and modifies existing methods and procedures.

Directs or attends a variety of meetings.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Medicine and Dentistry** – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

**Psychology** – Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Stress Tolerance** – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Memory** – Recalls information that has been presented previously.

**Decision Making** – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Education and Training** – Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.

**Teaching Others** – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: Maintaining body equilibrium to prevent falling over  
Eye/Hand/ Foot Coordination: Performing work through using two or more  
Feeling: Perceiving attributes of objects by means of skin receptors  
Fingering: Picking, pinching or otherwise working with fingers  
Handling: Seizing, holding, grasping or otherwise working with hand(s)  
Hearing: Perceiving the nature of sounds by the ear  
Reaching: Extending the hand(s) and arm(s) in any direction  
Repetitive Motions: Making frequent movements with a part of the body  
Sitting: Remaining in the normal seated position  
Standing: Remaining on one's feet in an upright position  
Talking: Expressing or exchanging ideas by means of spoken words.

***Working Environment:***

Contact with patients under wide variety of circumstances  
Exposed to infection from disease-bearing specimens  
Exposed to infections and contagious disease.  
Exposed to patient elements.  
Exposed to risk of blood borne diseases.  
Exposed to unpleasant elements (accidents, injuries and illness)  
May perform emergency care  
Occasionally pressure due to multiple calls and inquiries  
Occasionally exposed to radiation hazards  
Requires judgment/action which could result in death of patient  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying and unpredictable situations

***Education Requirement:***

Graduation from an approved school of dentistry.

***Experience Requirement:***

One year of experience in the practice of public health dentistry.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

Possession of a license to practice dentistry in the State of Colorado at the time of appointment.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Jean Canfield

***REVISED DATE:*** 06/28/2009

***REVISED BY:*** Blair Malloy

***CLASS HISTORY*** 9/1996- Class was revised.  
6/2009- This class was revised into new format and added competencies.