CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

DENTAL HYGIENIST CONSULTANT
Schematic Code: TU50 Classification Code: 8387 Exam Code: 8H1GC

Examination Type: Open Exam

FINAL FILING DATE
Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the final filing date indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted.

The filing date is:
June 7, 2019

SALARY
$4640 - $6101 per month

EQUAL EMPLOYMENT OPPORTUNITY
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.

WHO CAN APPLY
Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

MINIMUM QUALIFICATIONS
Possession of the legal requirements to practice as a Dental Hygienist as determined by the California Board of Dental Examiners.
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.) The required degree must have been obtained from a recognized U.S university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

GENERAL QUALIFICATIONS
In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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.

POSITION DESCRIPTION

TYPICAL TASKS
Assists in the development and implementation of preventive programs to improve the dental health of the citizens of the State; serves as an advisor and consultant in planning and development of 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; assists in explaining and interpreting dental health programs at seminars for interested persons and groups; serves as an instructor for demonstration programs to develop and conduct preventive dental health programs for specific community groups, including school children; assists in contacting groups and organizations to promote dental health; assists in establishing and implementing dental manpower development programs; evaluates dental health programs; assists counties to establish programs for prevention of dental disease; serves as dental hygiene consultant to local health departments and interprets regulations and guidelines of dental health programs to them; gives consultation on dental hygiene practices; keeps informed on advancements in dental health; and does other work as required.

HOW TO APPLY
To apply for this examination, please complete and return the following:

STANDARD STATE APPLICATION (FORM 678)

COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit (California State Application STD 678) and any additional documents to:

By Mail:
DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL

CONTACT INFORMATION
All questions regarding the minimum qualifications, applying for the examination, being scheduled for
the examination, reasonable accommodations, the examination components, scoring, etc., may be
directed to the contact information below.

PHONE NUMBER: 916-558-1753

EXAMINATION INFORMATION
This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is
based solely upon information provided with the application. Information provided with the application
will be assessed compared to a standard developed in relation to the elements of the job and linked
to the knowledge and abilities required on the job.

Special care should be taken in submitting a complete description of your education and experience
relevant to the typical tasks, scope, and minimum qualifications stated on this announcement.
Supplemental information will be accepted; however, competitors should read the announcement
carefully to determine what kind of information will be useful to those individuals completing the
evaluation.

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

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 the final filing date, June 7, 2019. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include “to” and “from” dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information must include title, number of semester or quarter units, name of institution, completion dates, and degree. Applications received without this information will be rejected. Applicants must submit a copy of either official or unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

**SCOPE OF EXAMINATION:** 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:**

2. Dental diseases and related preventive and corrective measures including, evidence-based recommendations and best practices to improve oral health, to achieve improvements in overall, to achieve improvements in overall dental health in the community.
3. Health Insurance Portability and Accountability Act (HIPAA) laws and regulations to ensure confidentiality of all personal health records and information.
4. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar in order to communicate effectively and professionally.
5. Policy analysis and development to meet the goals of the department.
6. Principles and procedures for conducting needs assessment and developing health improvement plans and oral health action plans.
7. Principles and procedures of planning, design, and quality improvement methodologies to assess the quality of care and services for compliance.
8. Dental programs and services in order to be responsive to inquiries from various stakeholders.
10. National and State oral health goals, objective and performance measures.
11. Effective group and individual training techniques and methods within the Department.

**Skills to:**

1. Communicate in a professional and effective manner in order to best represent the department and its policies.
2. Identify problems and review related information to develop and evaluate options and implement solutions which reflect the requirements of CDPH.
3. Be sensitive to cultural diversity in the workplace to allow employees to function cohesively as a team that is respectful and courteous to each other regardless of cultural differences.
4. Interpret dental health-related laws, regulations, and their application(s) to ensure compliance by program providers.
5. Learn rapidly in a high volume, constantly changing environment in order to function professionally and efficiently in representing the department and its goals.
6. Prepare clear, concise, and accurate reports to express facts and ideas in a concise and organized manner for presentation as needed by CDPH.
7. Review summaries and reports, and make decisions to solve problems and/or to achieve work
objectives as per Department requirements.
8. Gather, interpret, and analyze complex or technical data clearly and concisely in order to render professional opinions.
9. Identify problems and issues in order to resolve them, utilizing analytical, written, and verbal communication skills.
10. Develop performance management and quality improvement programs.
11. Act as subject matter expert to collaborate with others to achieve CDPH goals.

Ability to:

1. Provide consultation and technical assistance to agencies, dental professionals and other dental health programs.
2. Maintain confidentiality per HIPAA, CDPH policy, and applicable federal and local laws, at all times, to ensure the safety of individuals’ health information.
3. Listen to, and understand, information and ideas presented verbally and in writing, to facilitate an open exchange of ideas for positive results.
4. Complete assignments in a timely and efficient manner to meet deadlines.
5. Provide and receive constructive feedback to solve problems, in order to work effectively with management and the public.
6. Communicate effectively with CDPH programs to implement best practices.
7. Establish and maintain effective working relationships with lay persons, professional personnel, and other affiliated groups to further the goals of CDPH.
8. Encourage and facilitate cooperation and teamwork to create a positive work environment.
9. Accept criticism and deal calmly and effectively in high stress situations in order to help maintain and improve a professional work environment.
10. Provide training to staff and partners on various dental topics so that the program providers can administer quality care and treatment.
11. Analyze situations accurately and take appropriate action in order to accomplish specific work tasks and reach goals.
12. Stay up to date with technology in order to make recommendations and apply new information to the job for efficiency and effectiveness.
13. Coordinate performance management and quality improvements to local health departments/other entities.
14. Work independently to complete assignments accurately, in a timely and efficient manner as required.

ELIGIBLE LIST INFORMATION
In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into a service wide open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.
VETERAN’S PREFERENCE
Pursuant to Government Code Section 18973.1, Veteran’s Preference will be awarded in this examination 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.

HOW TO APPLY FOR VETERANS’ PREFERENCE
The California State Jobs’ website (www.jobs.ca.gov) has information on how to apply for Veterans’ Preference on their website and on the Application for Veterans’ Preference form (CalHR 1093) (https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the Department of Veterans Affairs website (http://www.cdva.ca.gov).

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
Examination Title: Dental Hygienist Consultant

Name:_____________________________(Print: first, middle initial, last)

Final Filing Dates:

June 7, 2019

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) ______
Sacramento County (3400)______

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:
   _____Full Time
   _____Part Time (regular hours less than 40)
   _____Intermittent (on call)
   _____Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:
   _____Full Time
   _____Part Time (regular hours less than 40)
   _____Intermittent (on call)
   _____Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature:_________________________Date:_________________________