



**SUPERVISING DENTAL ASSISTANT,
CORRECTIONAL FACILITY**
California Department of Corrections and Rehabilitation

OPEN – CONTINUOUS FILING

Position Information

Positions currently exist statewide with the California Department of Corrections and Rehabilitation.

This is a first line supervisory level class responsible for supervising the work of the Dental Assistants, Correctional Facility. Under the direct clinical supervision of the Supervising Dentist, Correctional Facility, the Supervising Dental Assistant, Correctional Facility, provides supervision, training and leadership to the Dental Assistant, Correctional Facility. At an adult institution, incumbents are responsible for planning, organizing, and directing the overall duties of the Dental Assistants, Correctional Facility; ensuring Dental Assistants, Correctional Facility comply with the policies and procedures, program standards within the guidelines of the State of California Dental Practice Act of 2002, and State and Federal regulations. Incumbents direct and assign Dental Assistants, Correctional Facility according to day-to-day staffing requirements and staffing levels. Incumbents also serve as the primary point of contact for dental assistant registries; ensure completion of institutionally-mandated employee orientation and training for registry dental assistants.

CONTACT

INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

Salary and Benefit Information

Currently, as of July 1, 2013: \$4,678 - \$5,857 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Possession of a current license as a Registered Dental Assistant in California. (Applicants who do not meet this requirement will be admitted to the examination, but must secure the required license before they will be considered eligible for appointment.)



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*California
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Minimum Qualifications (Continued)

Experience: Two years of experience as a Dental Assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of six months of training being equal to twelve months of experience.)

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; and tact.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Examination Information

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Principles and methods of sterilization.
2. Uses of the more common dental instruments, equipment, and materials.
3. Dental hygiene and prophylaxis.
4. Dental office procedure and principles of modern dental record keeping.
5. Techniques used in dental x-ray.
6. Names of the teeth and various surfaces of the crown of the tooth.
7. Principles and practices of personnel management and effective supervision.
8. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
9. Inmate Appeals (CDC 602) Program.



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Examination Information (Continued)

Ability to:

1. Communicate effectively at a level required for successful job performance.
2. Identify the more common dental instruments, equipment, and materials.
3. Mix dental material and prepare dental accessories.
4. Stand for long periods of time.
5. Analyze situations accurately and adopt an effective course of action.
6. Follow directions.
7. Maintain effective working relationships with health care professionals and others.
8. Handle dental instruments and materials with dexterity to prevent injury to staff, inmates, and patients.

How to Apply and Test

The Application and Training and Experience Assessment are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Supervising Dental Assistant, Correctional Facility is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements.



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Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Department of Corrections and Rehabilitation. Names of successful candidates are merged onto the list in order of final scores, regardless of 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. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a 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; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors 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. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

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. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.