



## REQUEST FOR BOARD ACTION

ITEM NO. 9.

**DATE OF MEETING:** January 3, 2012

**REQUESTED BY:** Carolyn Moser, Health Director, Health Department

**SHORT TITLE:** Resolution Amending the Pender County Pay & Classification Plan

**BACKGROUND:** In response to departmental assessments, including evaluation of staffing and operational issues, the Board of Health met August 30, 2011 and agreed for the Health Director to submit this resolution to the BOCC for final approval. The Office of State Personnel has been consulted on these positions.

The Dentist is a contracted position that BOH and Health Department recommends changing. Contract staff has been isolated from many departmental policies and expectations, increasing organizational difficulties and conflicts. As well, this situation has the potential to negatively impact our revenue base. We can provide for services more effectively, more productively, and perhaps even at less cost with the position as an employee. The positions' recommended salary grades and range are as follows: Dentist I, grade 81 (\$79,956 - \$127,930) and Dentist II, grade 84 (\$92,560 - \$148,096).

The duties for these positions are described on the attached job descriptions. Funding is available within the health department budget, no additional funding is needed.

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing amending the Pender County Pay & Classification Plan to add a Dentist I and Dentist II position.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

JB  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that

the board hereby authorizes amending the Pender County Pay & Classification Plan to add the following positions: Dentist I (Grade 81) and Dentist II (Grade 84). The Chairman/ County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Jr., Chairman      Date

\_\_\_\_\_  
ATTEST      Date

## DENTIST I

### DESCRIPTION OF WORK

This is professional dental work in improving the dental health of patients in institutions, clinics, or public health facilities in the Department of Human Resources.

Employees work with local health agencies and schools in promoting dental health education and in providing dental care and treatment for patients. Work may include supervising and training dental assistants in nomenclature and use of all dental instruments required in the performance of general dentistry including pedodontics, prosthetics, operative dentistry, and oral surgery. Work requires independent professional responsibility and is performed under the general supervision of a dental services director, agency director, or regional director.

### EXAMPLES OF DUTIES PERFORMED

Examines and determines need for dental treatment of patients; treats patients by performing work required to establish and maintain good dental health of the patient.

Prepares and delivers talk to public agencies, county commissioners, and other community groups for the purpose of explaining the agency's dental health program and to stimulate interest in community dental health problems.

Helps institute good oral hygiene practices; participates in staff and scientific conferences; advises on and helps evaluate procedures followed in the dental clinic.

Attends meetings of professional societies and presents talks to civic clubs, representatives of state agencies, and other organizations to outline and explain the State's program for providing dental services to patients and the community.

Participates in school education work with teachers and students.

Cooperates with dental, medical, and nursing societies in stimulating interest in dental health programs and projects.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills and Abilities

Thorough knowledge of modern dentistry and recent developments in the field of dentistry.

Some knowledge of community health problems.

Ability to perform dental work and treatments involved in the control of mouth diseases among children and adults.

Ability to establish and maintain effective working relationships with parents, teachers, and other appropriate groups in the community and institutions.

Ability to prepare and deliver lectures on dental health education to various interested groups.

Ability to perform dental work of a professional and independent nature.

Ability to supervise and train dental assistants and residents.

#### Minimum Education and Experience

Licensed to practice dentistry in the State of North Carolina.

#### Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

## DENTIST II

### DESCRIPTION OF WORK

Work in this class involves responsibility for the dental service in a State institution or related clinic; or for a public health dental program in a large local health unit or in an assigned area of the State.

Employees plan and conduct dental health education and clinical treatment programs and serve as consultants to health units or other medical and paramedical services in a State institution, clinic or community health agency. Work includes the supervision of other dental personnel and may include the training of dental residents and assistants and the promotion of dental health through educational and informational media. Work is guided by established dental health practices and is performed under the administrative supervision of the institution, local, or regional director.

### EXAMPLES OF DUTIES PERFORMED

Institutes and supervises oral hygiene practices; determines that aseptic techniques of treatment are followed; acquires, and supervises maintenance of supplies and equipment necessary to perform all types of dental treatment.

Coordinates local dental health projects; directs and participates in dental examinations of school age children; promotes dental health programs in public schools.

Serves as an area consultant for the State Board of health in promoting dental health education with local health departments; conducts state-wide program with local agencies and assists in establishing and maintaining an effective program on the local level.

Examines and determines need for dental treatment of patients entering institution or clinic; participates in dental treatment by performing all procedures required to establish and maintain proper dental health for the patient.

Serves as a consultant in dental problems to other medical and paramedical services in the institution, clinic, or other health facilities.

Assists in promoting and maintaining good public relations among community groups and professional health organizations such as the North Carolina Dental Society.

Determines that patients' charts and dental records are correctly maintained through accurate recording of all dental procedures performed on patient during period of confinement.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Thorough knowledge of modern dentistry and recent developments in the field of dentistry.

Considerable knowledge of departmental policies, rules, and regulations pertaining to dental health services.

Considerable knowledge of dental health problems in the community or health facilities to which assigned.

Ability to supervise both professional and sub-professional personnel.

Ability to establish and maintain effective working relationships with patients, departmental personnel from other professional disciplines within the institution, clinic, or community setting.

Ability to prepare and deliver lectures on dental health education to professional and community groups.

#### Minimum Education And Experience Requirements

Licensed to practice dentistry in the State of North Carolina and one year experience in the general practice of dentistry.

#### Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.