



LANE COUNTY

HUMAN RESOURCES DIVISION / 125 East 8th Ave. / Eugene, OR 97401
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W. 10. a.

AGENDA COVER MEMORANDUM

AGENDA DATE: March 15, 2006

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Jan Wilbur, Personnel Program Manager

AGENDA TITLE: **IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR SENIOR DENTAL HYGIENIST**

I. MOTION
IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR SENIOR DENTAL HYGIENIST

MOVE APPROVAL OF ORDER 06 -- _____ .

II. ISSUE
Health & Human Services has requested that Human Resources create a Senior Dental Hygienist classification.

III. DISCUSSION

A. Background

We currently have a Dental Hygienist classification. A senior level classification is now necessary to provide dental hygiene services and also coordinate various functions of the program. The dental program of the Community Health Center is continuing to expand in the provision of both services and education.

B. Analysis

1. In order to properly classify positions with regard to duties and compensation, Human Resources created a Senior Dental Hygienist classification and then conducted a point factor analysis. The grade for the new classification in our compensation plan is 33 (\$42,536-\$58,968).

2. Looking at internal equity this is closely comparable with the Sr. Program Services Coordinator classification in terms of compensation. The existing Dental Hygienist classification is compensated at grade 28.
3. HR conducted a survey of our comparator counties. It was difficult to find a direct match. Clackamas County has a vacant Dental Hygienist classification which was written to include administrative support and coordination functions. It is vacant and currently compensated at \$43,269-\$54,807. Multnomah County has a Dental Hygienist classification \$51,511-\$63,747.
4. HR discussed this proposed new classification with the AFSCME bargaining unit and they agree with the assigned compensation range.

Budget: Health & Human Services will fund the additional cost by increased reimbursements from their expanding dental program.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

Approve Option 1

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification.

V. ATTACHMENT

Board Order
Senior Dental Hygienist

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

**RESOLUTION AND
ORDER 06-**) **IN THE MATTER OF CREATING**
) **THE CLASSIFICATION AND**
) **SALARY RANGE FOR SENIOR**
) **DENTAL HYGIENIST**

WHEREAS, Human Resources has completed a review and point factor of the proposed Senior Dental Hygienist classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS HEREBY RESOLVED AND ORDERED, that there be created the new classification of

Senior Dental Hygienist Grade 33 \$42,536-\$58,968

Dated this _____ day of _____, 2006.

Bill Dwyer, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 3/8/06 Lane County
Teresa J. Baker
OFFICE OF LEGAL COUNSEL

SENIOR DENTAL HYGIENIST

DEFINITION

To perform administrative support and coordination functions for the dental program; to facilitate and assess dental services for clients; to provide clinical dental hygiene services and treatment; and to perform related administrative support and other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel.

Provides technical and functional supervision to other staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Participates in the development and promotion of dental program plans and implementation procedures; coordinates the implementation of the program plans through other agencies, both public and private.

Provides a variety of dental health services including case management and referral to community resources available, and the coordination of those resources.

Acts as liaison to facilitate dental services for clients with other agencies, and provides feedback to partner agencies for grant-writing purposes.

Provides technical assistance and advice in dental program, and recommends and implements process improvements.

Attends and participates in meetings and conferences; promotes positive public relations and public education for dental program.

Monitors legislation having an impact on program, and prepares policy statements.

Prepares reports relating to dental program area.

Serves as infection control consultant for dental program.

May provide clinical services and health education to improve and maintain oral health; performs dental charting, exposes and develops x-ray film; makes impressions for study casts.

LANE COUNTY
Senior Dental Hygienist (continued)

Ability to: (con't)

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Graduation from an accredited dental hygiene program.

Experience:

Two years of dental hygienist experience in a busy clinic setting, including active role in service planning and evaluation.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of, or ability to obtain, an appropriate and valid license to practice dental hygiene issued by the State of Oregon; CPR certification.

Limited Access Permit required.

Class 1 Anesthesia Permit (or higher) may be required.

May require possession of a valid Oregon driver's license.