

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Dental Board Enforcement

**SERIES NO.:**

2159

**MAJOR AGENCIES:**

Ohio State Dental Board Only

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of dental board enforcement occupation is to carry out the enforcement activities of the Ohio State Dental Board to ensure compliance with the dental practice act.

At the lower-level, incumbents conduct investigations of complaints and alleged violations of dental practices.

At the higher level, incumbents supervise lower-level dental board enforcement officers &/or assigned staff, provide direction to dental board enforcement officers in investigation of complaints and alleged violations in multiple districts & work with assistant director to develop and implement enforcement & compliance programs, policies, procedures, operational planning and training.

**CLASS TITLE**

Dental Board Enforcement Officer

**CLASS NUMBER**

21591

**PAY RANGE**

32

**EFFECTIVE**

01/23/1994

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of investigative procedures & techniques & laws & rules applicable to dental standards in order to conduct investigations of complaints & alleged violations of dental practices in accordance with Section 4715.03(D) of revised code.

**CLASS TITLE**

Dental Board Enforcement Supervisor

**CLASS NUMBER**

21595

**PAY RANGE**

13

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of investigative procedures & techniques & laws & rules applicable to dental standards in order to supervise dental board enforcement officers &/or assigned staff, provide direction to dental board enforcement officers in investigation of complaints & alleged violations in multiple districts & work with assistant director to develop & implement enforcement & compliance programs, policies, procedures, operational planning & training.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Dental Board Enforcement Officer	21591	07	01/23/1994	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Conducts investigations of complaints & alleged violations of dental practices in accordance with Section 4715.03(D) of revised code (e.g., standards of care, practicing without a license, trafficking in drugs, substance abuse, chemical dependency, fraud, sexual misconduct, infection control) in order to gather evidence so that state dental board can determine if charges are to be filed or to dismiss complaint, interviews involved parties/persons, examines records (e.g., x-rays, insurance records), collects & preserves evidence, prepares reports & reviews case load with supervisor &/or prosecutor.

Inspects & evaluates dental offices to ensure compliance with infection control procedures (i.e., gloves, masks, hepatitis inoculation, sterilization of instruments).

Conducts pharmacy reviews in order to monitor prescription writing of dentists to ensure compliance with state/federal drug laws & to determine drug trafficking or substance abuse.

Conducts seminars regarding dental/legal issues to dental students, consumers, legal staff & paraprofessionals.

Participates in conjunction with local, state & federal law enforcement agencies in investigation & prosecution of criminal cases involving licensed dentists in state of Ohio.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of investigative practices & techniques; laws & rules applicable to complaints & alleged violations under investigation; case preparation; interviewing; dental guidelines, practices & standards. Ability to collect data, establish facts & draw conclusions concerning validity of complaints/allegations; prepare case evidence & documentation; use research methods in gathering data; handle routine & sensitive inquiries from & contacts with complainants, respondents, witnesses, alleged violators, government officials & co-workers.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. as Investigator, 26211, with experience in complaints & alleged violations regarding medical-related practices; travel required, must be able to provide own transportation.

-Or 24 mos. trg. or 24 mos. investigative exp. with experience corresponding to complaints & alleged violations of dental standards; travel required, must be able to provide own transportation.

-Or 3 yrs. trg. or 3 yrs. exp. as investigator where experience does not correspond with cases/complaints/allegations to be assigned; travel required, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be exposed to hostile or violent persons; may work weekends; may work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Dental Board Enforcement Supervisor	21595	EX	01/09/2005	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises dental board enforcement officers &/or assigned staff, provides direction to dental board enforcement officers in investigation of complaints & alleged violations in multiple districts & works with assistant director to develop & implement enforcement & compliance programs, policies & procedures, assists assistant director in monitoring enforcement & compliance activities, trains investigative staff in dental board policies & procedures & trains investigators & clerical staff in establishment of record-keeping system (e.g.; drug purchases; infection control evaluations; continuing education; impaired practitioners; adjudication meetings).

Conducts investigations of complaints & alleged violations of dental practice act in accordance with Section 4715.03 of Ohio revised code in order for dental board to determine if administrative changes should be filed; conducts interviews with involved parties, examines records, collects & preserves evidence, prepares reports & reviews caseloads; secures evidence & monitors practitioners on probation.

Participates in conjunction with local, state & federal law enforcement agencies in investigation & prosecution of criminal cases involving licensees or those practicing without license; oversees inspection & evaluation of dental offices to ensure compliance with infection control procedures (e.g., gloves, eye protection, hepatitis, inoculation, sterilization of instruments); provides informational services to public & dental professionals.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of investigative practices & techniques; laws & rules applicable to complaints & alleged violations under investigation; state & federal drug laws; case preparation; interviewing & interrogation; dental guidelines, practices & standards; employee training & development\*; supervisory principles & techniques\*. Ability to collect/analyze data, establish facts & draw valid conclusions concerning validity of complaints/ allegations & strength of evidence for prosecution; view/prepare case evidence & documentation; use proper research methods in gathering data/evidence; handle routine & sensitive inquiries from & contacts with public, public officials, members of dental profession & federal, state & local law enforcement officials; establish friendly atmosphere as supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 yrs. exp. as Dental Board Enforcement Officer, 21591.

-Or 4 yrs. trg. or 4 yrs. exp. in conducting investigations of complaints & alleged violations of dental standards & practice.

-Or 5 yrs. trg. or 5 yrs. exp. conducting criminal investigations & assisting in preparing cases for civil & criminal prosecution, of which 12 mos. exp. was as lead investigator or providing work direction & training to other investigators.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; may be required to provide own transportation; may be exposed to physical harm & possible contact with violent &/or hostile suspects during course of investigations/interrogations.