

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

Oral Health

SERIES NO.:

6575

MAJOR AGENCIES:

Health only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the oral health occupation is to plan & administer statewide oral health education & dental disease prevention & treatment programs.

At the two lower levels, incumbents act as consultants to dental & non-dental professionals regarding oral health services & related issues in assigned district/geographic area, or assist bureau chief in planning oral health programs for specific oral health service or targeted populations statewide.

At the higher level, incumbents supervise oral health consultants in assigned regional offices & direct regional implementation of bureau's oral disease prevention & oral health promotion programs.

Note: This classification series restricted for use by Ohio Department of Health only.

CLASS TITLE:

Oral Health Consultant

CLASS NUMBER:

65751

EFFECTIVE DATE:

06/23/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of dental hygiene, oral health education & disease prevention in order to act as program consultant for assigned community based oral health activities for local health & social services agencies, schools, non-profit organizations & oral health service providers within assigned number of counties by performing following duties: provide technical assistance on implementation & on-going operation of activities, monitor implemented activity to determine adherence to prescribed guidelines & present oral health promotion & educational activities & materials.

CLASS TITLE:

Oral Health Specialist

CLASS NUMBER:

65752

EFFECTIVE DATE:

06/23/1996

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of & experience in dental hygiene, oral health education & disease prevention & treatment & oral health care delivery in order to assist bureau chief & assistant bureau chief in developing policies & procedures & develop & administer program to include annual strategies & tasks to provide specific oral health services or to meet needs of targeted populations statewide (e.g., dental care resources; special populations, maternal & child health populations; persons with limited access to oral health care) & coordinate & oversee implementation of program through verbal, written & in-person contact with oral health consultants & oral health regional supervisors.

CLASS TITLE:

Oral Health Regional Supervisor

CLASS NUMBER:

65755

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of dental hygiene, oral health education & disease prevention in order to supervise oral health consultants in assigned regional offices & direct regional implementation of bureau's oral disease prevention & oral health promotion programs.

CLASS TITLE: Oral Health Consultant	CLASS NUMBER: 65751	BARGAINING UNIT: 11
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EFFECTIVE DATE:

06/23/1996

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.)

Acts as program consultant for implementation & on-going operation of assigned community based oral health education, dental disease prevention & dental treatment programs for local health & social services agencies, schools, non-profit organizations & oral health service providers within assigned number of counties by providing technical assistance, monitoring implemented activity on site to determine adherence to prescribed guidelines & presenting oral health care promotion & educational activities & materials.

Acts as liaison between Bureau of Oral Health Services & local health officials, government officials, professional dental community, school superintendents & staff, civic groups & general public to promote/seek support for oral health programs; maintains contact with new or currently fluoridating community water systems to promote Fluoridation Grant Program.

Collects data (e.g., program participation figures) & enters into data management systems; conducts site visits to monitor activity & completes monitoring forms; prepares reports summarizing site visits & telephone conversations relevant to program activities; prepares routine paperwork (e.g., itineraries, travel expense reports, program supply requisitions); assists in maintaining area office's supply of resource materials; participates in clinical oral health surveys; evaluates some grant applications using prescribed criteria as assigned.

Participates in some aspects of program planning & administration under direction of bureau chief, assistant bureau chief &/or oral health specialists (e.g., prepares rough drafts of educational or promotional articles; assists in developing resource packets for customers; maintains data bases; suggests ideas for audio-visual aids; drafts rough copy of scripts to accompany audio-visual presentation) as assigned; implements pilot phase of oral health activity & provides feedback on problems encountered as assigned; attends staff meetings, continuing education courses & conferences as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dental hygiene, health education, or health-related field; oral health education & disease prevention; community health; basic teaching skills*; federal & state laws & rules regulating oral health programs*; consultation. Skill in use of personal computer & audiovisual equipment*. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; communicate effectively in written & verbal form; work independently or as part of teams; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice dental hygiene in Ohio pursuant to Chapter 4715.21 of Revised Code; Bachelor's degree in dental hygiene, education, or health-related field; 6 mos. trg. or 6 mos. exp. in public/community health; proof of inoculation or immunity to Hepatitis B virus in accordance with Section 4715-20-01A of Ohio State Dental Board rules or present waiver from OSDB; must be able to provide own transportation; must obtain baseline PPD test for tuberculosis upon employment.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure and Bachelor's degree.

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

Biennial renewal of license to practice dental hygiene.

UNUSUAL WORKING CONDITIONS:

Requires travel; requires occasional overnight stays.

CLASS TITLE: Oral Health Specialist	CLASS NUMBER: 65752	BARGAINING UNIT: 11
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EFFECTIVE DATE:

06/23/1996

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.)

Assists bureau chief & assistant bureau chief in developing oral health program policies & procedures, develops & administers statewide program component to address oral health needs of targeted populations (e.g., maternal & child health populations, low income populations) or to provide oral health services & consultation (e.g., grant subsidy programs for preventive or treatment services), determines needs of populations & existing resources to meet those needs, researches scientific literature &/or published reports or collects data via surveys/questionnaires & interviews & develops sample correspondence, scripts, audio-visual presentations, reporting forms & reference material to support program implementation.

Develops portion of annual work plan related to program to include specific tasks to be performed, timeline & responsible staff; oversees implementation of plan through verbal, written & in-person contact with oral health regional supervisors & oral health consultants (e.g., trains staff; provides technical guidance; reviews activity & tracking reports; chairs planning committees); conducts program evaluation.

Serves as technical expert on scientific & policy issues related to assigned program area; serves as liaison & resource to other bureaus within department & to outside organizations at state & national level.

Prepares reports summarizing activities & makes recommendations for further action; drafts grant proposals or prepares scientific/technical papers & reports for publication as assigned; responds to request to information from internal & external customers; completes routine paperwork (e.g., itineraries, travel expense reports); attends staff meetings, continuing education courses & conferences as assigned; participates in clinical oral health surveys.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dental hygiene, education, or health-related field; oral health education & disease prevention; science & practice of dental public health; public relations; lead work*; technical/scientific writing; oral epidemiology; needs assessment; statistical analysis; program planning & administration; basic teaching skills; consultation; federal & state laws & rules regulating oral health programs; delivery of health services. Skill in use of personal computer & audiovisual equipment. Ability to deal with many variables & determine specific course of action; originate &/or edit technical, scientific or advanced literary publications; communicate effectively in written & verbal form; interpret extensive variety of technical materials in books, journals & manuals; gather, collate & classify information about data, people or things; resolve complaints from angry citizens & government officials; work independently or as part of teams.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice dental hygiene in Ohio pursuant to Chapter 4715.21 of Revised Code; Bachelor's degree in dental hygiene, education or health-related field & 3 yrs. exp. in public/community health, or Master's degree in public health or related field & 12 mos. exp. in public/community health; proof of inoculation or immunity to Hepatitis B virus in accordance with Section 4715-20-01A of Ohio State Dental Board rules or present waiver from OSDB; must be able to provide own transportation; must obtain PPD test for tuberculosis upon employment.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure and Master's degree.

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

Biennial renewal of license to practice dental hygiene.

UNUSUAL WORKING CONDITIONS:

Requires travel; requires occasional overnight stays.

CLASS TITLE: Oral Health Regional Supervisor	CLASS NUMBER: 65755	BARGAINING UNIT: EX
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EFFECTIVE DATE:
12/07/1997

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 oral health consultants in assigned regional offices & directs regional implementation of bureau's oral disease prevention & oral health promotion programs, assigns oral health consultants to counties, monitors allocation of staff time between field & office, evaluates field activity reports submitted by oral health consultants to assess status of programmatic implementation, makes work assignments to achieve bureau goals in accordance with annual & long range plans, verifies & documents biweekly time & attendance, assists oral health consultants with procedures pertaining to special situations to include application for educational reimbursement, accident reporting forms or application & clarification of policies for leave usage, plans & conducts training on policies, programmatic planning & procedures utilized by bureau staff, recruits, interviews & makes recommendations regarding candidates for oral health consultant positions & provides technical assistance to oral health consultants in program planning & implementation.

Develops regional policies & procedures to ensure conformance with agency policies & procedures; develops regional plan in accordance with bureau's identified goals; oversees & maintains regional office inventory of technical & educational materials; implements oral disease prevention & oral health promotion activities; authorizes documents (e.g., travel itineraries, travel expense reports, requests for leave, continuing education & conference registration requests), develops data collection tools & compiles reports (e.g., EPA monthly fluoride levels; tracking of program activities; monitors time usage & regional travel budget).

Provides technical assistance & consultation for bureau programs (e.g., fluoridation reimbursement program; fluoride mouth rinse program; Head Start); prepares & presents speeches at workshops & educational programs to external customers (e.g., school personnel, Head Start, local health department staff); conducts one-to-one meetings with oral health consultants to evaluate programmatic compliance on individual basis & to maintain open line of communication; ensures effective information exchange between regional center & central office; participates in team projects, clinical oral health surveys & conferences.

Monitors flow of documents between regional office & central office.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dental hygiene, education, or health-related field; oral health education & disease prevention; science & practice of dental public health; public relations; consultation process; program planning & administration; federal & state laws & rules regulating oral health programs & services; delivery of health services; supervisory principles/techniques; employee training & development*. Skill in use of personal computer & audio-visual equipment; computer software programs (e.g., word processing, data base management, spread sheets & communication software)*. Ability to deal with many variables & determine specific course of action; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; communicate effectively in written & verbal forms; work independently & as part of teams.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice dental hygiene in Ohio pursuant to Chapter 4715.21 of Revised Code; completion of undergraduate core coursework in dental hygiene, education, or health-related field; 2 yrs. exp. in public/community health; 12 mos. trg. or 12 mos. exp. in employee training & development. Proof of inoculation or immunity to Hepatitis B virus in accordance with Section 4715-20-01A of Ohio State Dental Board rules or present waiver from OSDB; must provide own transportation; must obtain baseline PPD test for tuberculosis upon employment.

-Or 6 mos. exp. as Oral Health Specialist, 65752.

-Or 30 mos. exp. as Oral Health Consultant, 65751.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

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

Biennial renewal of license to practice dental hygiene.

UNUSUAL WORKING CONDITIONS:

Requires travel; requires occasional overnight stays.