

**CLASSIFICATION:** SENIOR DENTIST

**Class Code:** 8134-35

**Date Established:** 10-30-13

**Occupational Code:** 7-4-3

**Date of Last Revision:**

**BASIC PURPOSE:** To provide direct dental care and to oversee the implementation of standard dental procedures for a state institution in order to maintain the oral health of residents.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Attends to the dental needs of patients, implementing standard dental procedures.
- Provides clinical supervision to the dental assistants and dental hygienists assigned to the dental area and reviews staff reports.
- Develops appropriate treatment plans and provides preventive and corrective services. Reviews and evaluates treatment procedures and outcomes.
- Maintains cleanliness and patient care standards, complying with regulatory guidelines; examines teeth, gums, and related tissues using dental instruments, x-rays and other diagnostic equipment to evaluate dental health, and to diagnose diseases or abnormalities.
- Maintains dental records of patients and accurately documents review of medical history and physical status of patients.
- Consults with physician when medical complications or indications for pre-medication exist before rendering treatment.
- Attends and participates in staff meetings; attends interdisciplinary conferences involving dental treatments and care.
- Advises and instructs patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.
- Represents the agency to explain and defend dental programs, practices and outcomes.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

**Knowledge:** Requires expertise in a highly specialized, technical, or professional discipline to manage or create policy at a systemwide administrative level.

**Impact:** Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of systemwide programs and services as well as long-term adverse impact on agency image and the future success of organizational operations.

**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also

requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited American Dental Association program that awards the degree of Doctor of Dental Medicine (DMD) or Doctor of Dental Surgery (DDS) and eligibility for licensure either by examination or endorsement certificate.

**Experience:** Three years of experience in an active dental practice in one or more states that involved clinical supervision of dental assistants and dental hygienist or active military dental service.

**License/Certification:** Must possess licensure as a Dentist by the New Hampshire Board of Dental Examiners.

**SPECIAL REQUIREMENTS:** Special requirements that meet documented needs of the agency may be listed. All agency-specific special requirements must be stated on the supplemental job description and approved by the Division of Personnel prior to recruitment.

**RECOMMENDED WORK TRAITS:** Knowledge of the principles and practices of dentistry and dental hygiene. Knowledge of state and federal laws and agency rules and regulations regarding the dental program. Knowledge of dental program and administration and evaluation. Ability to provide clinical supervision to dental program staff. Ability to instruct patients and staff in primary dental care techniques. Ability to express ideas clearly and concisely both orally and in writing and to review and assess the reports of program staff. Ability to establish and maintain effective working relationships with other professionals, administrative officials, employees, and institution residents. Ability to work tactfully with residents who may have underlying physical and/or psychological conditions and who may exhibit challenging behavior. Ability to speak before public groups and legislative committees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.