

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DENTIST - SUPERVISOR
DENTIST - MANAGEMENT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional supervisory and/or management positions located within the Department of Corrections and the Department of Health and Family Services, Northern Wisconsin Center for the Developmentally Disabled that perform professional dental work which requires a license to practice dentistry in the State of Wisconsin. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This specification encompasses professional supervisory or management dentist positions located within the Department of Corrections and the Department of Health and Family Services. Incumbents of positions in these classifications meet the definition of “dentist” as defined in Chapter 447, Wis. Stats., as individuals practicing dentistry who have graduated from an accredited dental school as determined by the Dentistry Examining Board and hold a license granted by the Dentistry Examining Board. The practice of dentistry is defined as: the examination, diagnosis, treatment, planning or care of conditions within the human oral cavity or its adjacent tissues and structures.

C. Exclusions

Excluded from these classifications are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission;
2. Positions not located within the Department of Corrections or the Department of Health and Family Services, Northern Wisconsin Center for the Developmentally Disabled;
3. Positions that do not require possession of a license to practice dentistry in Wisconsin; or
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into These Classifications

Employees enter positions within these classifications by competitive examination.

II. DEFINITIONS

DENTIST - SUPERVISOR

Positions in this classification supervise the practice of professional dental work which involves the examination, diagnosis, treatment, planning or care of conditions within the human oral cavity or its adjacent tissues and structures. Positions allocated to this classification in the Department of Corrections supervise a number of dentists and are responsible for the implementation of the dental services program for a number of institutions or are responsible for the implementation of the dental services program for an institution with a large number of dentists. The single position in the Department of Health and Family Services offers a full range of professional dental services to persons with developmental disabilities at the Dental Outreach Clinic at Northern Wisconsin Center for the Developmentally Disabled and participates in the statewide Capacity Building Initiative to meet the specialized needs of persons with developmental disabilities. Positions in this classification must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

Examples of Work Performed:

- Supervise dentists, dental assistants and dental hygienists to assure a level of performance and care consistent with community standards of practice and as mandated by state statutes and related administrative codes which govern dental care in Wisconsin.
- Implement policies, procedures and guidelines governing the delivery of all dental care to offenders and persons with developmental disabilities.
- Provide consultation to staff dentists regarding complex cases.
- Monitor and evaluate services provided by staff dentists, dental specialists and contractual dentists to ensure conformance with policies and community standards of care.
- Review all requests for authorization of non-emergency dental treatment or surgery for appropriateness.
- Effectively recommend changes to the dental delivery system to improve services.
- Direct the development and implementation of practice guidelines for providing appropriate care.
- Direct the Dental Quality Improvement Program including the dental peer review committee.
- Participate in the statewide Capacity Building Initiative to meet the specialized needs of persons with developmental disabilities.

DENTIST - MANAGEMENT

The single position in this classification oversees the Department of Corrections' professional dental program involving the examination, diagnosis, treatment, planning or care of conditions within the human oral cavity or its adjacent tissues and structures. The position in this classification must meet the definition of management contained in s. 111.81(13), Wis. Stats.

Examples of Work Performed:

In addition to the examples of work described for the Dentist-Supervisor classification:

- Serve as the Dental Director for the Department of Corrections.
- Develop and implement the dental service delivery system for the department.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Must possess a current license to practice dentistry in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

The Dentist Supervisor classification was originally created August 7, 1994 to describe the single position within the Department of Corrections with responsibility for supervising all Dentists in the agency and was announced in Bulletin CC/SC-26. Expansion of the DOC dentistry program resulted in the need for an additional supervisory dentist position and the need to revise the classification specifications to allow for more than one position to be allocated to this classification.

Modification of the classification specification was announced in Bulletin CC/SC-62, effective January 19, 1997. Further expansion of the classification specification was needed to allow for a professional dental management position.

Modification of this specification and creation of the Dentist-Management classification was announced in Bulletin CC/SC-82, effective March 15, 1998.

The specification was modified effective August 8, 2004 and announced in Bulletin OSER-0047-MRS-SC to allow for an allocation for Dentist – Supervisor at the Northern Wisconsin Center at the Department of Health and Family Services.

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