

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DENTAL HYGIENIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions which perform Dental Hygienist duties. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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

Positions in this classification provide dental hygiene services or coordinate the development, implementation and evaluation of oral public health education services the majority of the time. Services provided by Dental Hygienists include, but are not limited to, the following components: (1) preventive dentistry procedures; (2) dental health education to patients; (3) maintaining dental office equipment, records and supplies; (4) provision of assistance to a dentist during examinations and treatment; and (5) provision of oral public health education services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions 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 that require a valid license to practice dentistry in the State of Wisconsin.

3. Positions which do not require possession of a license to practice dental hygiene in the State of Wisconsin.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competition.

II. DEFINITION

Positions in this classification provide dental hygiene services in state institutions or long term care facilities by: performing preventive dentistry procedures (oral prophylaxis, oral examinations, topical fluoride applications, taking radiograph exposures and providing instructions in oral hygiene and plaque control); autoclaving and sterilizing instruments; placing temporary restorations on an emergency basis under the direction of a dentist; and maintaining equipment, records and supplies in the dental office.

Examples of Work Performed

Performs the following specialized duties of the classification:

- Performs complete dental prophylaxis.
- Charts conditions of decay and disease for diagnosis and treatment by the dentist.
- Examines teeth and surrounding tissue for periodontal packets, carious lesions and abnormal conditions.
- Instructs patients in oral hygiene, plaque control, brushing, flossing and nutrition related to dental disease.
- Takes and develops radiographs.
- Applies topical fluoride solutions.
- Alerts dentist to pathological findings in the oral cavity.
- Keeps records and makes reports.
- Review, revise and develop oral public health education materials.
- Develops dental health materials and programs.
- Plans and conducts dental health education sessions.

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 be licensed to practice dental hygiene in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective April 14, 1996, by collapsing the Dental Hygienist 1 and 2 levels into one classification (see bulletin CC/SC-51). In addition, this classification was reassigned to pay range 06-15 to resolve severe recruitment and retention problems. This classification specification

was revised effective September 14, 1997 to include a position within the Department of Health and Family Services, Bureau of Public Health which assists in the development, implementation and evaluation of programs concerning the principles and practices of good oral public health.

This classification specification was modified effective March 6, 2016 and announced in Bulletin DPM-0420-CC/SC to update the Inclusion and Definition language as part of Schedule 6 broadbanding.

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