



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

DENTAL HYGIENISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Dental Hygienists-B	K2021B	45	60
Dental Hygienists-O	K2021O	50	65
Dental Hygienists-A	K2021A	55	70

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

Nature of Work

Dental hygienists remove soft and hard deposits from teeth, teach patients how to practice good oral hygiene, and provide other preventive dental care. They examine patients' teeth and gums, recording the presence of diseases or abnormalities. Dental hygienists use an assortment of tools to complete their tasks. Hand and rotary instruments and ultrasonic devices are used to clean and polish teeth, which includes removing tartar, stains, and plaque. Hygienists use x-ray machines to take dental pictures, and sometimes develop the film. They may use models of teeth to explain oral hygiene, perform root planning as a periodontal therapy, or apply cavity-preventative agents such as fluorides and pit and fissure sealants. Dental hygienists also help patients develop and maintain good oral health. Hygienists sometimes work chair-side with the dentist during treatment.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist with screening clients, applying preventive modalities; learning to review dental histories, documenting and maintaining dental records.

Recommended Education and Experience for Full Performance

Associates Degree in Dental Hygiene from an accredited Dental Hygiene program.

Minimum Qualifications

Graduation from an accredited Dental Hygiene Program.

Operational

- Employees in this Role provide clinical and specialized dental hygiene services to clients.

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- Employees screen clients and apply preventive modalities; review medical/dental histories; document clients' oral hygiene status; and maintain dental records.

Recommended Education and Experience for Full Performance

Associates Degree in Dental Hygiene from an accredited Dental Hygiene program and four (4) years of experience in clinical treatment of patients.

Minimum Qualifications

Associates Degree in Dental Hygiene from an accredited Dental Hygiene program and two (2) years of experience in clinical treatment of patients.

Advanced

- Employees in this Role instruct, monitor, and provide dental health promotion and disease prevention modalities.
- Employees provide technical expertise on dental health promotion and disease prevention.
- Employees provide direction to auxiliary dental assistant staff.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Dental Hygiene from an accredited Dental Hygiene program and two (2) years of experience in clinical treatment of patients.

Minimum Qualifications

Associates Degree in Dental Hygiene from an accredited Dental Hygiene program and four (4) years of experience in clinical treatment of patients.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

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Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Coordination — Adjusting actions in relation to others' actions.

Service Orientation — Actively looking for ways to help people.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Science — Using scientific rules and methods to solve problems.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Statutory Requirements: All applicants for this position must be licensed in accordance with Dental Health Care, 61-5A-1 through 61-5A-30 NMSA 1978 and 16.5.2 through 16.5.40 NMAC, as applicable.

You must include your license or certificate number in the "License" section of the application form.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.