



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

DENTISTS, GENERAL

Class Title	Class Code	Pay Band	Alt Pay Band*
Dentists, General-B	K1021B	70	80
Dentists, General-O	K1021O	75	85
Dentists, General-A	K1021A	80	90

**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

Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth.

Nature of Work

Dentists diagnose and treat problems with teeth and tissues in the mouth, along with giving advice and administering care to help prevent future problems. They provide instruction on diet, brushing, flossing, the use of fluorides, and other aspects of dental care. They remove tooth decay, fill cavities, examine x-rays, place protective plastic sealants on children's teeth, straighten teeth, and repair fractured teeth. They also perform corrective surgery on gums and supporting bones to treat gum diseases. Dentists extract teeth and make models and measurements for dentures to replace missing teeth. They also administer anesthetics and write prescriptions for antibiotics and other medications.

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 provide clinical procedures such as diagnostic, preventive, restorative, oral surgery, etc.; monitors the success of program; directs staff and contract personnel to include Dentists, Dental Hygienists, and Dental Assistants engaged in providing procedures, postoperative care, medical evaluations, etc.; insures compliance with applicable rules, regulations and mandates; monitors clients' oral functions, diseases, and treatment plans; provides documentation diagnosis, and consultation; evaluates patient's medical and/or behavioral history to assure appropriate care; participates in the dental public health program; prescribes medications to patients; manages disease prevention programs.

Recommended Education and Experience for Full Performance*

Dental Degree (DDS or DMD) from an accredited dental college or university and two (2) years in public or community dental health practice.

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Minimum Qualifications

Dental Degree (DDS or DMD) from an accredited dental college or university and one (1) year in public or community dental health practice.

Operational

- Employees in this role provide clinical procedures such as diagnostic, preventive, restorative, oral surgery, etc.; monitors the success of program; supervises staff and contract personnel to include Dentists, Dental Hygienists, and Dental Assistants engaged in providing procedures, post-operative care, medical evaluations, etc.; insures compliance with applicable rules, regulations and mandates; monitors clients' oral functions, diseases, and treatment plans; provides documentation diagnosis, and consultation; evaluates patient's medical and/or behavioral history to assure appropriate care; participates in the dental public health program; prescribes medications to patients; carries out disease prevention programs.

Recommended Education and Experience for Full Performance

Dental Degree (DDS or DMD) from an accredited dental college or university and four (4) to six (6) years in public or community dental health practice.

Minimum Qualifications

Dental Degree (DDS or DMD) from an accredited dental college or university and two (2) years in public or community dental health practice.

Advanced

- Employees in this role provide clinical procedures such as diagnostic, preventive, restorative, oral surgery, etc.; manages a clinical dental program; conducts needs assessments; monitors and evaluates success of program; supervises staff and contract personnel; insures compliance with applicable rules, regulations and mandates; supervises and provides dental treatment for target populations; manages budget for clinic and/or program; supervises and/or participates in the dental public health program; develops policies and procedures for clinical programs; prescribes medications to patients; manages health promotion disease prevention programs.

Recommended Education and Experience for Full Performance

Dental Degree (DDS or DMD) from an accredited dental college or university and seven (7) to ten (10) years in public or community dental health practice.

Minimum Qualifications

Dental Degree (DDS or DMD) from an accredited dental college or university and four (4) to six (6) years in public or community dental health practice.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM 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.

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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.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

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.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills

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

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

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.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

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Service Orientation — Actively looking for ways to help people.

Time Management — Managing one's own time and the time of others.

Statutory Requirements: Current license as a Dentist in the State of New Mexico issued by the New Mexico Board of Dental Health Care.

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: 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.