DENTAL ASSISTANT, CORRECTIONAL FACILITY
California Department of Corrections and Rehabilitation
Open – Continuous Filing
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SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2019: **$3,310 - $6,123 per month**

For a summary of benefits, visit the California Department of Human Resources at: www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx

POSITION INFORMATION

Positions currently exist statewide with the Division of Health Care Services (DHCS), California Department of Corrections and Rehabilitation (CDCR).

A Dental Assistant, Correctional Facility, under the supervision of a Supervising Dental Assistant, Correctional Facility and the clinical direction of a Dentist, Correctional Facility, assists dentist in dental procedures and related dental office work; prepares and arranges dental instruments, equipment, and accessories; sterilizes and cares for dental instruments; keeps sufficient amount of dental supplies available; keeps dental records of patients; assists dentist at the chair; keeps the dental office and equipment neat, clean, and sanitary; takes and develops dental X-rays; maintains order and supervises the conduct of inmates or youthful offender; protects and maintains the safety of person and property; and does other related work.

REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants are responsible to make sure they meet the Minimum Qualifications (as stated below) as of the date the examination is taken. Applicants’ signature on the application indicates they have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

**Experience:** One year of experience as a dental assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of three months of training being equal to six months of experience.)

**Special Personal Characteristics:** Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patient; alertness; keenness of observation; and tact.
MINIMUM QUALIFICATIONS (CONTINUED)

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

HOW TO APPLY AND TEST

The Application and Training and Experience (T&E) Evaluation are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the T&E Evaluation. The application form for Dental Assistant, Correctional Facility is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the T&E Evaluation on the internet by connecting to the following on-line instructions:

cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services’ Examination Services at (916) 691-5894 to make specific arrangements.

EXAMINATION SCOPE

This examination consists of a T&E Evaluation weighted 100%. The T&E Evaluation is designed to elicit a range of specific information regarding each applicant’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
EXAMINATION SCOPE (CONTINUED)

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in the examination will be on measuring competitively, relative job demands, and each applicant’s:

Knowledge of:
1. Principles and methods of sterilization;
2. Uses of the more common dental instruments, equipment, and materials;
3. Dental hygiene and prophylaxis;
4. Dental office procedure and principles of modern dental record keeping;
5. Techniques used in dental X-ray;
6. Names of the teeth and various surfaces of the crown of the tooth.

Ability to:
1. Communicate effectively at a level required for successful job performance;
2. Identify the more common dental instruments, equipment, and materials;
3. Mix dental material and prepare dental accessories;
4. Stand for long periods of time;
5. Analyze situations accurately and adopt an effective course of action;
6. Follow directions;
7. Maintain effective working relationships with health care professionals and others.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies within the DHCS, CDCR. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in the period. Competitors must then retake the examination to re-establish list eligibility.

Veteran’s Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran’s Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.
EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available through your CalCareer Account via the website at www.jobs.ca.gov, local offices of the California Department of Human Resources, the Employment Development Department, the California Correctional Health Care Services, and the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

CCHCS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.
GENERAL INFORMATION (CONTINUED)

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

**Veteran’s Preference:** California law allows the granting of Veteran’s Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at [jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx](http://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx) and the California Department of Veterans Affairs at [www.calvet.ca.gov/home](http://www.calvet.ca.gov/home). Veteran’s Preference is not granted once a person achieves permanent civil service status.

For Current Examination Information, call or email
(916) 691-5894 or 1-877-793-4473 or [CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.