

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.15
(ID # 18217)

MEETING DATE:

Tuesday, February 08, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Recommendation to create a new Registered Dental Assistant classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9242, All Districts [Total cost: \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Registered Dental Assistant classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9242.

ACTION:Policy

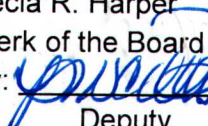


Brenda Diederichs, Assistant CEO / Human Resources Director 1/29/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9242 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: February 8, 2022
xc: HR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside University Health System (RUHS) includes a 439-bed Medical Center in Moreno Valley, Community Health Centers (CHC), Correctional Health Systems (CHS), several primary and specialty clinics throughout Riverside County, and the Departments of Behavioral Health and Public Health. RUHS is comprised of approximately 6,000 team members, and has been the foundation of health care, community wellness, and medical education in Riverside for more than 100 years.

RUHS is currently utilizing Dental Assistants to provide chairside assistance to dentists and oral surgeons. Dental Assistants do not require licensure and are limited in their scope of practice, as defined by the California Dental Practice Act. However, as dental services continue to expand throughout RUHS - CHCs, it is essential to have proper staff available to perform a broader scope of dental services. A Registered Dental Assistant is licensed by the State of California and can perform a greater scope of practice (i.e.: chemically preparing teeth for bonding, polishing coronal surfaces of teeth, etc.), as outlined by the California Dental Practice Act. The addition of Registered Dental Assistants will allow RUHS to increase productivity and efficiency in providing dental services while following Health Resources and Services Administration (HRSA) guidelines.

An external market survey was conducted on the five surrounding counties (San Bernardino, Orange, Los Angeles, Ventura, and San Diego) for comparable positions to the Registered Dental Assistant job classification. The market results yielded that the Counties of Orange, San Bernardino, and Ventura have comparable classifications, while the Counties of Los Angeles and San Diego do not utilize Registered Dental Assistants. Based upon the external market survey, the salary range for the Registered Dental Assistant indicates \$41,863 - \$57,388 annually (**Attachment 2**).

Classification Addition:

Registered Dental Assistant: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 411 (\$41,863 - \$57,388/year). The new class specification is attached (**Attachment 3**).

Impact on Residents and Businesses

There is no impact on Residents or Businesses. Approval of the proposed Registered Dental

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Assistant classification will increase to productivity and efficiency, and allow for a broader scope of dental services.

Additional Fiscal Information

The creation of a Registered Dental Assistant job classification will have no immediate upfront costs to the Department. RUHS will add these position(s) to their budget at a later date. The cost to add one Registered Dental Assistant position is approximately \$83,212 per year, which includes salary and benefits. The Department has indicated that any future costs will be absorbed through the Department's budget and will not require a budget adjustment.

ATTACHMENTS:

1. Resolution No. 440-9242
2. External Market Review for the Registered Dental Assistant
3. Registered Dental Assistant Class Specification


Meghan Hahn, Senior Management Analyst 1/27/2022

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2

External Market Survey Data

Classification Name: Registered Dental Assistant

Riv Co Class Code: N/A

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	PayScale
Los Angeles County	<u>No comparable classification</u>	n/a	n/a	n/a	n/a	n/a		
Orange County	<u>Dental Assistant II</u>	4138HP	\$39,250	\$52,125	32.80%	\$45,687.20		
San Bernardino County	<u>Public Health Dental Assistant</u>	16376	\$35,630	\$49,046	37.65%	\$42,338.40		
San Diego County	<u>No comparable classification</u>	n/a	n/a	n/a	n/a	n/a		
Ventura County	<u>Registered Dental Assistant</u>	639	\$50,709	\$70,992	40.00%	\$60,850.29		
County Mean:			\$41,862.86	\$57,387.73	37.09%			
County Median:			\$39,250	\$52,125	32.80%			
Riverside County	<u>Registered Dental Assistant</u>	n/a	n/a	n/a	n/a			
Dollar difference from Mean: n/a				n/a				
Percentage difference from mean: n/a				n/a				
Dollar difference from median: n/a				n/a				
Percentage difference from median: n/a				n/a				

Notes: Orange County - **Dental Assistant I** is the journey-level and requires possession of a valid certificate of examination for Radiation Safety issued by the California State Board of Dental Examiners. The **Dental Assistant II** is the advanced journey-level and requires possession of a valid certificate of examination for Registered Dental Assistant issued by the California State Board of Dental examiners.

San Bernardino - Public Health Dental Assistant must possess a current license as a Registered Dental Assistant by the State of California Board of Dental Examiners.

Run Date: 12/6/2021

Date Prepared/Revised: 1/5/2022

By: B. Lee

Attachment 3



COUNTY OF RIVERSIDE
Established Date: February 10, 2022
Revision Date: February 10, 2022

REGISTERED DENTAL ASSISTANT

Bargaining Unit: LIUNA – Inspections &
Technical

Class Code:
57732

SALARY RANGE

\$20.12 – \$27.59 Hourly
\$3,488.57 – \$4,782.31 Monthly
\$41,862.86 – \$57,387.73 Annually

CLASS CONCEPT:

Under close supervision, provides chairside assistance to dentists and oral surgeons; takes and processes x-rays; prepares instruments and patients for examinations and treatment; and performs other duties as assigned.

The Registered Dental Assistant is the advanced journey level classification and reports to a Healthcare Administrative Manager, Nurse Coordinator, or Dentist. Incumbents work under the technical guidance and supervision of a dentist or oral surgeon, and provides chairside assistance. The Registered Dental Assistant classification differs from the Dental Assistant classification in that the former is a licensed position with additional allowable duties as defined within the California Dental Practice Act.

A Pit and Fissure Sealants certificate must be obtained within 6 months from date of hire. Failure to obtain the Pit and Fissure Sealant certificate within the specified timeframe will result in incumbents either being returned to their former County job classification or new hires being released prior to the end of their initial probationary period.

REPRESENTATION UNIT:

LIUNA – Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assist dentists and oral surgeons by preparing and arranging dental instruments, equipment, and medication; prepare patients for treatment and examination; prepare local anesthetic syringes for the dentist.
- Take and process digital dental x-rays; mix impression materials; conduct pulp vitality testing and recording of findings; chemically prepare teeth for bonding; place bases, liners, and bonding agents; dry endodontically treated canals using absorbent paper points; polish coronal surfaces of the teeth; apply pit and fissure sealants; place post-extraction dressings after inspection of the surgical site by the supervising licensed dentist.

- Fabricate, adjust, cement, and remove indirect provisional restorations, including stainless steel crowns when used as a provisional restoration; place, adjust, and finish direct provisional restorations; remove excess cement from surfaces of teeth with a hand instrument.
- Clean and sterilize instruments; perform post-operative cleanup.
- Instruct patients in proper practices of dental hygiene; schedule appointments into the Patient Management Information System (PMIS), complete billing documents and data entry in the PMIS, and maintain dental records for all dental patients.
- Perform related duties and responsibilities as required and allowed by the California Dental Practice Act.

RECRUITING GUIDELINES:

Education: Successful completion of the education required by the State of California to obtain the required valid license and certifications.

Experience: One year of providing chairside dental assistance to dentists and/or oral surgeons.

Knowledge of: Dental assistant procedures; principles and methods of sterilization; proper care and use of dental instruments, equipment, and materials.

Ability to: Take and process digital dental x-rays; learn basic operating room procedures necessary in oral surgery; comprehend and follow oral and written instructions; analyze situations accurately and adopt an effective course of action.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid license as a Registered Dental Assistant issued by the California State Board of Dental examiners.

Possession of a valid Coronal Polishing certificate and Radiation Safety (X-Ray) certificate.

Possession of valid Basic Life Support (BLS) certificate issued by a provider certified by the American Heart Association.

Possession of a valid Pit and Fissure Sealants certificate must be obtained within 6 months from date of hire.

Possession of a valid California Driver's License may be required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

RESOLUTION NO. 440-9242

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 8, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job</u>		<u>Class Title</u>	<u>Salary</u>
<u>Code</u>	<u>+/-</u>		<u>Plan/Grade</u>
57732	+	Registered Dental Assistant	LIU 411

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

Kecia R. Harper, Clerk of said Board

By 

Deputy

/kc

01/19/2022

440 Resolutions\KC

FEB 08 2022 3:15