

OPEN EXAMINATION



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

DENTAL HYGIENIST (SAFETY) CONTINUOUS TESTING OPEN SPOT FOR NAPA STATE HOSPITAL

SALARY RANGE: \$3,416 - \$4,152

HOW TO APPLY	Applications (Form 678) must be postmarked no later than the application deadline date. Applications postmarked, personally delivered or received via interoffice mail after the application deadline date will not be accepted.
WHERE TO APPLY	NAPA STATE HOSPITAL EXAMINATION UNIT 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558-6293 (707) 253-5611 / TDD (707) 253-5768 Submit applications to one address indicated above. This location is where you would like your list eligibility established. Do not submit applications to the State Personnel Board.
TESTING RESTRICTION	The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.
SPECIAL TESTING	If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.
APPLICATION DEADLINE	CONTINUOUS TESTING – NO APPLICATION DEADLINE: Testing is considered continuous as examining dates can be set at any time.
EXAM PLAN	This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE EXAM WILL BE DISQUALIFIED. This is an open examination. Applications will not be accepted on a promotional basis.
MINIMUM QUALIFICATIONS	NOTE: All competitors must meet the education and/or experience requirements for this examination by the application deadline date. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected. Possession of the legal requirements to practice as a Dental Hygienist as determined by the California Board of Dental Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Dental Examiners will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be eligible for appointment.)
SPECIAL PHYSICAL CHARACTERISTICS	Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, or the public.
ADDITIONAL DESIRABLE QUALIFICATIONS	Willingness to work in a forensic institutional setting.
JOB DESCRIPTION	Under direction and supervision of a licensed dentist in a State facility, assists the dentist in providing oral health care to patients; develops and conducts an educational preventative oral health program for patients and concerned institutional personnel; and performs a variety of dental supportive procedures required to provide quality dental health care; and does other related work.
POSITION LOCATION (S)	Position exists at Napa State Hospitals.

It is an objective of the state of California to achieve a drug-free workplace. 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.

**EXAM
INFORMATION**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Methods and principles of dental hygiene and skill in their application.
2. Dental histology to identify clinical and radiography physical changes occurring in the oral tissues.
3. Dental radiography to identify normal/disease bone and support tissue of the support dentures.
4. Anatomy to identify normal structure anatomy and progressive disease progress.
5. Physiology for the purpose of understanding what constitutes normal oral health.
6. Microbiology for the purpose of being aware of periodontal disease progress.
7. Pharmacology to understand the effect and mode of action of medications used in a pharmacy.

Ability to:

1. Tactfully obtain cooperation of patients to provide quality dental health care.
2. Instruct patients and institutional staff in oral hygiene techniques.
3. Motivate patients to accept and follow professional dental advice.
4. Identify pathological conditions to provide clinical alert to supervising staff by knowledge of normal tissue identifications.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be used to fill vacancies at Napa State Hospital only. The list will be in effect for a minimum of 12 months. It will be abolished after 48 months or the completion of a subsequent examination, whichever comes first.

**VETERANS
PREFERENCE**

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

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

The Department of Mental Health 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 revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and 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, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.