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|  |  | |  |  | | --- | --- | | |  | | --- | | This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position. | | |  | | |  |  | | --- | --- | | **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** | |  | DOC-EGELER FACILITY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Bureau of Health Care Services | | **4. Civil Service Position Code Description** | **10. Division** | | DENTIST-E | Health Care – Correctional Facilities | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Dentist | Health Care – Dental Clinics | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | CHOI, JONG R; DENTIST MANAGER-2 | Dental Clinic | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | CHOI, JONG R; STATE DIVISION ADMINISTRATOR | VARIES / 80 hours per pay period | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | Provide Dental Services to prisoners at assigned Correctional Facility and other Dental Clinics as assigned by the Dental Director. These Dental Services include, but are not limited to: diagnosis, operative/restorative, surgical (including extractions), and prosthetic treatment. To document and record patient treatment information, as required by Dental Program guidelines, to ensure performance compliance of supervised Dental Staff, to provide patient care in accordance with established and perceived “standard of care guidelines” and to maintain the facility Dental Clinic operational modalities at MDOC Dental Program standards. This is a test-designated position. This position has direct contact with and supervisory responsibility over prisioners for more than 50% of work time. This position is located 100% within the secure perimiter of a Correctional Facility. | | | |  | |  |  |  |  | | | |  |

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|  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | |  | | |  | |  | |  | | |  | | --- | | Yes | | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | |  | | |  | |  | |  | | |  | | --- | | Provide Dental Services to prisoners at assigned Correctional Facility and other Dental Clinics as assigned by the Dental Director. These Dental Services include, but are not limited to: diagnosis, operative/restorative, surgical (including extractions), and prosthetic treatment. To document and record patient treatment information, as required by Dental Program guidelines, to ensure performance compliance of supervised Dental Staff, to provide patient care in accordance with established and perceived “standard of care guidelines” and to maintain the facility Dental Clinic operational modalities at MDOC Dental Program standards. | | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | |  | | | | | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | |  | | |  | |  | |  | | |  | | --- | | Requesting to update position DENTISTEA06N in accordance with  MCSC Regulation 4.01. The essential duties and tasks of this position have not changed, the update is to add the DART language in the general summary, as well as to add the duties of performing statewide support dentist duty when assigned and performing other assigned duties as directed, which include working at other facilities, as needed, when directed by the Dental Director in Duty 1. In Duty 2, the duties of approving or rejecting direct report’s leave requests, time and expense reimbursements and completing direct report’s performance reviews were added. Duty 4 was updated to add adjusting prosthetics. | | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | |  | | |  | |  | |  | | |  | | --- | | Provides general and emergency dental services to prisoners. | | |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | |  | | | | | |  | | | | | |  | | | | | |  | | | | |  | | | |  | | |  |  |  |
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|  |  | | | | | |  | | | | | |  | | | | | |  | | | | | |  | | | | |  | | | |  | | |  |  |  |
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|  |  | | | | | |  | | | | | |  | | | | | |  | | | | | |  | | | | |  | | | |  | | |  |  |  |
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