

**Texas State Board of Dental Examiners**  
**333 Guadalupe, Suite 3-800**  
**Austin, Texas 78701**  
512-463-6400 phone; 512-463-7452 fax  
<http://www.tsbde.texas.gov>

**DENTAL HYGIENIST I**

Position: Hygienist I Full time (40 hrs/wk)	Salary: \$4,166 to \$5,416 per month (\$50,000 to \$65,000 annually)
Classification Number: 4489 Group: B21	Posting Date: July 19, 2019
Listing Number: 504-19-018 FLSA Status: Non-Exempt	Closing Date: Until filled Number of Openings: 1
Contact: hr@tsbde.texas.gov; (512) 475-0975	

**DESCRIPTION OF DUTIES:**

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2018, the agency is authorized to employ 59 FTEs and has 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Dental Hygienist is a member of the Dental Practice Division, and will work under the moderate supervision of the Dental Director, with limited latitude for the use of initiative and independent judgment. The Dental Hygienist will perform an array of duties related to providing programmatic support to the Dental Director regarding the Dental Review Panel (DRP) program funded by House Bill 3201 on September 1, 2013.

**EXAMPLES OF WORK PERFORMED:**

- Provides support to Dental Director by previewing, organizing, and triaging active cases in queue for SOC case review by DRP. Ability to label and organize sections of case files within a PDF to facilitate efficient review and report generation by DRP members.
- Assists Dental Director with the initial review of Standard of Care (SOC) case reports submitted by the DRP members with a focus on triaging the reports and quality control. Identified higher stakes cases should be promptly referred for Dental Director review.
- Works in conjunction with the existing Program Specialist to ensure swift and efficient delivery of information and materials to DRP members. Providing technical and logistical support to those DRP members when necessary.
- Assists Program Specialist with case assignment to DRP when staffing dictates need.
- Assists with data mining of accumulated data with a focus on feedback from ISC panel members relative to DRP SOC reports as well as patient safety related data.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.
- Assists with preparing and reviewing literature, statutes, rules, and/or policies.
- Assists in developing policy and procedure manuals.
- Serves as liaison to the DRP members, staff, government agencies, community organizations, and the general public to assist in explaining program specifics and requirements when necessary.
- Provides support and collaborates in the planning, development, and implementation of the DRP program.
- May train others.
- Performs other related work as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is strongly preferred. Associate's degree, at a minimum, is required.

**EXPERIENCE:** At least two years of experience in a medical or dental office, hospital, or dental program is required.

**LICENSURE:** Texas dental hygiene license required. License must be seen in good standing by TSBDE. The applicant must not have any prior malpractice or disciplinary history or action by any state or federal regulatory agency.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of dental terms, dental diagnosis, dental procedures, dental anatomy, chart organization, progress notes, models, x-rays, and billing.
- Knowledge of accepted principles and practices of the standard of care of preventive and corrective dentistry, of oral hygiene, of clinical dentistry requirements, and dental treatment patterns.
- Ability to review a patients' dental record, organize it in a prescribed fashion, and summarize pertinent facts.
- Exhibits a high skill level with the use of technology. The proficient use of standard office equipment including but not limited to computers, scanners, databases, and digital document systems will be required.
- Ability to communicate cordially and effectively both orally and in writing. Various means of communication with stakeholders in the Dental Review Panel program will be necessary including but not limited to phone, email and video communication.
- Ability to organize workloads, prioritize tasks, and work under time constraints to carry out assigned tasks in a timely manner with minimal supervision.
- Ability to establish and maintain effective working relationships with supervisory personnel, co-workers, licensees, attorneys, and individuals from other State and Federal agencies and boards.
- Working knowledge of the Texas State Board of Dental Examiners Rules and Regulations as well as the Dental Practice Act.

**OTHER:** Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are 8:00 AM – 5:00 PM, Monday through Friday.

In compliance with section 812.206 of the Texas Government Code, agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

**Military Crosswalk:**

Air Force: 7S011, 7S031, 7S071, 7S091, 7S0X1, 46Y1M, 46Y4M | Army: 31D, 66F, 66N, 68C | Coast Guard: 401, 023, 47, 84, INV | Marine Corps: 5813, 5821 | Navy: 2002

**Telecommuting:** Telecommuting may be considered after sufficient tenure has been established. Should that be allowed, workspace must have enough room to hold at least one monitor, one laptop and one printer/scanner. Internet connection must be broadband cable with at least 50M down and 20M up or better. Speedtests can be run to determine if you meet this requirement. (<https://www.speedtest.net/> or <https://speedtest.att.com/speedtest/>)

**To Apply:** Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to [hr@tsbde.texas.gov](mailto:hr@tsbde.texas.gov), mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Anthony Solis at (512) 475-0975.

*The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment.*