



Memorandum

To: Kate Sheehan
Division Director

Thru: Keith Murry 
Class Studies Supervisor

From: Rob Montoya 
Class Studies Analyst

Date: October 31, 2019

Subject: Dental Hygienist

Summary:

The Department of Corrections/Division of Health & Rehabilitation requested a classification study and salary examination of the Dental Hygienist job class. The department is currently in the middle of classification studies for all its physical health care providers. Phase one of the study is complete. The nurses and psychiatric classes received pay increases to get them to a competitive market rate. Market target is the 65th percentile. Additionally, all the exempt medical personnel (including the department's dentist) also received increases to bring their base salaries to market rate. The department has struggled to recruit and retain qualified applicants for this class as the current base salary rate lags current market base salary data in Alaska with focus on Southcentral Alaska (Anchorage, Cordova, Kenai, Homer, Palmer, Seward, Soldotna, Valdez, and Wasilla).

The next phase of the classification project for the department is the health practitioners (mid-level providers). The Dental Hygienist job class is included in this review but is being studied on its own because of the unique characteristics of the work as compared to the other health practitioner classes. There are two budgeted positions in the Dental Hygienist job class.

In addition, a separate request was made by the department to "look into" re-establishing the Dental Assistant classification. Management is concerned the current practice of using contract *Dental Assistants* is expensive and not cost effective as compared to establishing and using a job class in the classified service. There are currently no positions to allocate to the Dental Assistant job class. This class will be held and only implemented when it is needed by the department.

Class specifications and minimum qualifications for the Dental Hygienist and Dental Assistant job class specifications have been updated. Salary ranges are being updated for both classes. The class

coding for the Dental Hygienist is not changing. The Dental Assistant job class will be re-established when the Department submits positions for reclass. New class codes are being assigned to this class.

Study Results:

PCN	Class Code	Class Title	Range	FLSA	Action
203014	PG0622	Dental Hygienist	21	Y	Range Change from SR 16
207313	PG0622	Dental Hygienist	21	Y	Range Change from SR 16
None	PG0621	Dental Assistant	13	N	Range Change from SR 10

The effective date for the Dental Hygienist is November 1, 2019. Correspondence on the allocation of study positions is being distributed through the OPD system.

Cc: Laura Brooks – Division Operations Manager
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