

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 5357800**

**Assistant Director Correctional Dental Services, M-7 5357800**  
**Director Correctional Dental Services, M-8 5357900**

Brief Description of Class Series

Incumbents of these titles create, implement, and enforce dental policies and procedures, investigate complaints and inquiries about dental services, and take responsibility for the maintenance and acquisition of dental equipment.

These positions are classified only at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Assistant Director Correctional Dental Services:* one position class; assists the Director in all aspects of their duties, including acting as their representative in liaison to other Regional Directors, and acting as their designee in their absence.

*Director Correctional Dental Services:* one position class; responsible for the delivery of dental care to all incarcerated individuals in the custody of DOCCS.

Related Classes

Dentists 2 and Dentists 3 function as general dental practitioners and administer institution dental programs. Such administrative activities are characterized by responsibility for performing employee counseling, consulting on acute dental conditions referred by subordinate dentists, coordinating dental services with other clinical specialties, training staff, preparing budget, and ordering and maintaining dental equipment and supplies.

Regional Public Health Dentists assist regional and local health officers in planning, implementing, supervising, and evaluating local dental health programs.

## Illustrative Duties

### *Assistant Director Correctional Dental Services*

Conducts and reviews annual audits of dental units at all correctional facilities.

- Develops Master Schedule to ensure that audits are conducted on an annual basis.
- Receives Dental Audit and Quality Assurance reports from the audit team.
- Reports trends to Director which could negatively impact the statewide dental program.
- Recommends to Director corrective actions to remedy.

Ensures that Special Housing Unit (SHU) incarcerated individuals at all facilities have access to quality dental care.

- Requests input from SHU incarcerated individuals who have received care.
- Evaluates this information to ensure consistency in care for SHU incarcerated individuals statewide.
- Visits facility dental units to examine dental work performed on SHU incarcerated individuals.

Chairs the Dental Review Committee.

Acts on behalf of the Director in investigating complaints or allegations of substandard care.

- Receives requests to investigate complaints against staff.
- Interviews incarcerated individuals and dental personnel and examines all appropriate documentation.
- Reviews policy and procedures with dental staff.
- Reports on the validity of complaints, and recommends corrective action as required.
- Follows up with Regional Directors and facility personnel to ensure compliance.

Responsible for maintenance of equipment and new equipment acquisition.

- Evaluates the merit of requests for equipment from Regional Directors.
- Acts as a liaison between Regional Directors and Office of Budget and Finance to prioritize requests.
- Makes recommendations to Director for modifications of physical plants and new equipment acquisition.
- Monitors maintenance of existing equipment and recommends replacement of old, unreliable, or outdated equipment.

*Director Correctional Dental Services*

Coordinates and supervises the efforts of all Dentists, to assure the provision of adequate dental services for all incarcerated individuals on a statewide basis.

- Conducts site visits to correctional facilities, as necessary.
- Reviews existing record keeping practices and assists in the development of consistent record keeping practices on a statewide basis.
- Provides a direct link between dental staff within the facilities and DOCCS Main Office.
- Fosters continuity of supervision, rapport of field staff, and the creation of uniform central standards and procedures.

Plans and executes programs for the recruitment and retention of dental personnel.

- Maintains current professional standards.
- Fosters opportunities for continuing education programs.
- Periodic meetings with dental staff.

Serves as a dental services expert for DOCCS.

- Develops budgetary standards for personnel and equipment for dental services.
- Provides professional expertise to DOCCS when necessary.
- Attends Health Services Management staff meetings, and reports on quality of dental care, progress of corrective action projects, and deficiencies in care that require corrective action.

## Minimum Qualifications

### *Assistant Director Correctional Dental Services*

Promotion: one year of permanent service as a Dentist 3 within the New York State Department of Corrections and Community Supervision.

### *Director Correctional Dental Services*

Promotion: one year of permanent service as an Assistant Director Correctional Dental Services or two years of permanent service as a Dentist 3 within the New York State Department of Corrections and Community Supervision.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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