



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

DENTAL ASSISTANT (NYC HEALTH + HOSPITALS)

Exam No. 8034

(For NYC Health + Hospitals Only)

WHEN TO APPLY: From: April 4, 2018

APPLICATION FEE: \$40.00

To: April 24, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Dental Assistants (NYC Health + Hospitals), under direct supervision, assist dentists in providing dental services to patients in clinics and hospitals. They prepare patients for examination and treatment; assist dentists by handing them required instruments for the treatment of patients; sterilize and prepare instruments for sterilization, disinfect surface areas, and maintain clinic and clinic equipment in a hygienic condition in accordance with proper infection control procedures; prepare examination room for procedures; take, develop, and mount or upload dental radiographs using film or digital imaging; mix amalgams, cements, composites, and related materials; perform laboratory procedures such as pouring, trimming, and packaging models from impressions for prosthetics; maintain records of patients, instruments, and models; maintain clinic equipment to ensure that it is in working order; report shortages in supplies and materials and necessary equipment repairs; assist dentists in patient management; schedule patient appointments; enter and retrieve data and information into computerized systems; interact with patients and the public. All Dental Assistants (NYC Health + Hospitals) perform related work.

Special Working Conditions:

Dental Assistants (NYC Health + Hospitals) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Dental Assistants (NYC Health + Hospitals) and environmental conditions experienced are: standing for long periods of time; working with patients with communicable diseases; and wearing protective garments such as surgical gloves and masks.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$29,914 per annum. This rate is subject to change.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will **not** receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (April 24, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A four year high school diploma or its educational equivalent, including or supplemented by successful completion of an accredited or approved Dental Assistant Program which included or was supplemented by 600 hours of supervised internship experience assisting a dentist at chairside; **or**
2. A four year high school diploma or its educational equivalent, including or supplemented by successful completion of an accredited or approved Dental Assistant Program which included or was supplemented by 300 hours of supervised internship experience assisting a dentist at chairside **and** six months of satisfactory full-time experience as a Dental Assistant performing all of the following duties: taking, developing, and mounting dental radiographs, assisting dentist at chairside, and sterilizing dental instruments using autoclave; **or**
3. A four year high school diploma or its educational equivalent and one year of satisfactory full-time experience as a Dental Assistant as described in "2" above; **or**
4. A satisfactory combination of education and experience equivalent to "1", "2", or "3" above. However, all candidates must have at least a four year high school diploma or its educational equivalent.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Experience as a receptionist or clerk in a dentist's office is not acceptable towards meeting the qualification requirements.

In order to receive credit for your **accredited or approved Dental Assistant Program which included or was supplemented by a set number of hours of supervised internship experience assisting a dentist at chairside**, you must:

1. Fill out **Section A.3** in detail and include the following:
 1. The name and location of the educational institution;
 2. The dates of attendance;
 3. The number of hours completed.
2. Fill out **Section B** and include the following:
 1. The name and address of the educational institution;
 2. The number of hours completed;
 3. The specific tasks performed assisting a dentist chairside.
 4. In "Title of Immediate Supervisor" field, state *Dentist*.

When you describe **experience as a Dental Assistant, in Section B** you should include detailed information on the tasks you performed regarding:

- Taking, developing and mounting dental radiographs;
- Assisting a dentist at chairside;
- Methods used for sterilizing dental instruments (e.g., autoclave, centralized sterilization).

The education and supervised internship requirements must be met by June 30, 2018. The experience requirement must be met by the last day of the Application Period (April 24, 2018).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. Dental Assistant programs must be registered with the New York State Education Department or accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education or supervised internship hours which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period.

Medical Requirement:

In accordance with applicable Federal, state and local laws and regulations, NYC Health + Hospitals has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles must pass a drug screening test prior to the date of appointment.

Assignment Of Duties:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection Of People With Special Needs Act:

Article 20 of the Executive Law and Article 11 of the Social Services Law require an authorized agency to inquire whether a candidate for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect. Candidates who have substantiated/indicated cases on file with the statewide register known as the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs will not be assigned to such a position.

Residency:

City residency is not required for this position.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with NYC Health + Hospitals.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and

documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan	Brooklyn	Queens	Staten Island
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17th Floor	4th Floor	5th Floor	3rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.3 (if applicable), B , C (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education to meet the education and experience requirements) :** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a **"document by document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points for a maximum of an additional five years of experience, on the following basis:

If you have satisfactory full-time experience as a Dental Assistant in a hospital or public health clinic, performing all of the following duties: taking, developing, and mounting dental radiographs, assisting dentist at chairside, and sterilizing dental instruments using autoclave and/or following proper sterilization techniques for instruments sent to centralized sterilization for:	You will receive:
At least 1 year but less than 2 years	5.0 points
At least 2 years but less than 3 years	10.0 points
At least 3 years but less than 4 years	15.0 points
At least 4 years but less than 5 years	20.0 points
5 or more years	25.0 points
If you have satisfactory full-time experience as a Dental Assistant in a setting other than a hospital or public health clinic, performing all of the following duties: taking, developing, and mounting dental radiographs, assisting dentist at chairside, and sterilizing dental instruments using autoclave and/or following proper sterilization techniques for instruments sent to centralized sterilization for:	You will receive:
At least 1 year but less than 2 years	3.0 points
At least 2 years but less than 3 years	6.0 points
At least 3 years but less than 4 years	9.0 points
At least 4 years but less than 5 years	12.0 points
5 or more years	15.0 points
After meeting the minimum qualification requirements, if you have completed an accredited Dental Assistant Program including or supplemented by:	You will receive:
At least 300 hours but less than 600 hours of supervised internship experience assisting a Dentist at chairside.	1.5 points
600 or more hours of supervised internship experience assisting a Dentist at chairside.	3.0 points

If you possess current certification as a Certified Dental Assistant issued by the Dental Assistant National Board (DANB), you will receive one (1) point.

If you possess current licensure as a Licensed Certified Dental Assistant issued by the New York State Education Department, you will receive two (2) points.

If you possess a valid certification for Basic Life Support from a program following American Heart Association training requirements, you will receive two (2) points.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education, supervised internship hours, and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education, experience, supervised internship hours, and certification/licensure on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education or supervised internship hours which you obtain after June 30, 2018 or experience or certification/licensure which you obtain after the end of the application period, nor will you be permitted to submit new or additional information online about your education, experience, supervised internship hours, and certification/licensure once the application period has ended. Education and supervised internship hours must be met by **June 30, 2018**, and experience and certification/licensure must be met by **the last day of the application period.**

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on a NYC Health + Hospitals eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Portuguese, Polish, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification.

Selective Certification for Certified Registered Central Service Technician Credential or Certified Sterile Processing and Distribution Technician Credential: If you hold and maintain a Certified Registered Central Service Technician credential issued by the International Association of Healthcare Central Service Material Management, or a Certified Sterile Processing and Distribution Technician credential issued by the Certifying Board for Sterile Processing and Distribution, you may be given preferred consideration for positions requiring these credentials. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification. Your credential(s) will be checked by the agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your Certified Registered Central Service Technician Credential or Certified Sterile Processing and Distribution Technician Credential for the duration of your employment.**

Selective Certification for Dental Assistant Pediatric Patients Experience: If you have completed at least one (1) year of full time satisfactory experience as a Dental Assistant with pediatric patients, you may be given preferred consideration for positions requiring this experience. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification. Your experience will be checked by the agency at the time of appointment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet any of the above requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the selective certification you are requesting on your correspondence.

Reemployment Of Public Service Retirees:

NYC Health + Hospitals has issued rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by NYC Health + Hospitals.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

NYC Health + Hospitals is an Equal Opportunity Employer.
Title Code No. 501010; NYC Health + Hospitals Plan of Titles.

**For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas; for NYC Health + Hospitals: nyc.gov/hhc**