

## DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Dental Program		CLASSIFICATION TITLE Prison Industries Superintendent II (Dental Laboratory)				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.</p>						
PRIMARY DOMAIN:						
<p>Under the general direction of the Supervising Dentist, Correctional Facility, the Prison Industries Superintendent II (Dental Laboratory) is responsible for the function and operation of a dental laboratory within a correctional facility.</p>						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
<b>ESSENTIAL FUNCTIONS</b>						
40%	<p>Coordinates the activities of subordinate civil service staff and incarcerated workers in a dental laboratory, engaged in making and repairing full or partial dentures, cast metal frames, crowns, inlays, and bridgework; coordinates production schedules to ensure that work is completed by the required delivery dates. Studies processing methods to determine reasons for production difficulties. Analyzes cost and production records to ensure that the dental laboratory operation is efficient. Institutes measures or approves suggestions to improve efficiency of operation and working conditions. Examines dental prosthetics for conformation to prescription specifications.</p>					
35%	<p>Maintains contact with dentists in order to resolve concerns, as necessary, and provides a cooperative and responsive climate to those who use the dental laboratory's services and products. Tracks and maintains accurate records of receipt of cases, work requested/completed, and the dates work completed and returned; consults with requesting staff to ensure proper manufacturing and quality standards. Prepare the laboratory's budget and makes recommendations on necessary equipment and materials. Interprets written laboratory prescriptions from dentists. Conducts supervisory meetings with staff and incarcerated workers. Formalizes dental laboratory operation procedures and prepares periodic status reports for production and inventory.</p>					

Revised: TBD

SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE