

## 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. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						
<b>40%</b>	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.					
	<b>35%</b>	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.				

15%	<p>Ensures that all requirements of SB 198 Injury and Illness Prevention Training sessions are met and record for all incarcerated workers in the laboratory, including right-to-know training for staff and incarcerated persons, proper storage, handling and accounting of hazardous substances, receipt and mandated posting of material safety data sheets as required by law and other requirements. Provides detailed reports for late and/or past due orders. Tracks customer complaints back to specific laboratories of dental prosthetic devices</p>
10%	<p>Keeps apprised of new developments and techniques in the dental industry. Fulfills the annual In-Service Training requirements. Keeps apprised of the rules and regulations of the California Department of Corrections and Rehabilitation and the institution. Implements the individual components of the Incarcerated Work Incentive Program. Trains and motivates incarcerated workers in personal development through their participation in the program.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b>  <i>Knowledge of:</i> Dentistry methods, materials, machinery, processes, tools, and equipment used in a dental laboratory. Production scheduling and control; quality standards and control; safety practices and orders; materials handling techniques; principles of personnel management, supervision, budget preparation, and cost control; the Department's equal employment objectives; and a manager's/supervisor's responsibility for promotion and maintaining a work environment that is free of discrimination and harassment.</p> <p><i>Ability to:</i> Set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff and incarcerated workers in production techniques and safety practices; maintain firm and impartial and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; communicate effectively at a level required for successful job performance; and maintain a work environment that is free of discrimination and harassment.</p> <p><b>DESIRABLE QUALIFICATIONS</b>  Certification as a dental laboratory technician by the National Board for Certification; completion of a dental technology program accredited by the Commission on Dental Accreditation; management or supervisory experience in a dental laboratory within a correctional facility; practical experience performing the tasks of a dental laboratory technician in one or more specialties. Tact, patience, and ability to work with persons confined in a correctional institution. Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution.</p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.</li> <li>Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>

<b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: <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.		
<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>