



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

**DENTAL ASSISTANT (NYC H+H)
Exam No. 5062
(For NYC Health + Hospitals Only)**

WHEN TO APPLY: From: July 10, 2024

APPLICATION FEE: \$54.00

To: July 30, 2024

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service 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; 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 and upload dental digital imaging; mix amalgams, cements, composites, and related materials; perform laboratory procedures such as pouring and packaging models from impressions for prosthetics; maintain records of 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 various 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 salary range is \$35,115 to \$52,653 per annum. These rates are 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 will not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2025 or experience which you obtain after the end of the Application Period (July 30, 2024).

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 and uploading dental digital imaging, assisting dentist at chairside, and preparing dental instruments for sterilization; **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**

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4. A satisfactory combination of education and experience equivalent to "1", "2", or "3" above. Each 100 hours of supervised internship experience assisting a dentist at chairside is equivalent to 2 months of full-time experience. However, all candidates must have at least a four year high school diploma or its educational equivalent.

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

The education and supervised internship requirements must be met by January 31, 2025. The experience requirement must be met by the last day of the Application Period (July 30, 2024).

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (July 30, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 30, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2025 or experience which you obtain after the end of the Application Period (July 30, 2024).

Medical/Drug Screening 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 NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected 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 through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or 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, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u>	<u>Bronx</u>	
135 Canal Street 3rd Floor Staten Island, NY 10304	1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application 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 in the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- 1. 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.
- 2. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (July 30, 2024) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 30, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 3. 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (July 30, 2024).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the qualification requirements listed in the "How To Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as a Dental Assistant within the United States in a hospital or public health clinic, performing all of the following duties: taking dental digital images, assisting a dentist at chairside, and preparing dental instruments for sterilization for:

You will receive up to:

At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points
5 or more years	25 points

If you have satisfactory full-time experience as a Dental Assistant within the United States in a setting other than a hospital or public health clinic, performing all of the following duties: taking dental digital images, assisting a dentist at chairside, and preparing dental instruments for sterilization for:

You will receive up to:

At least 1 year but less than 2 years	3 points
At least 2 years but less than 3 years	6 points
At least 3 years but less than 4 years	9 points
At least 4 years but less than 5 years	12 points
5 or more years	15 points

For possession of the following certification(s) and/or licenses:

You will receive:

Certified Dental Assistant issued by the Dental Assistant National Board (DANB)	3 points
Licensed Certified Dental Assistant issued by the New York State Education Department	2 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Each year of experience will be credited under only one category which will be the highest appropriate category.

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, and supervised internship hours on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education and supervised internship hours which you obtain after January 31, 2025 or experience or certification/licensure which you obtain after the end of the Application Period (July 30, 2024), 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.

You have until midnight Eastern time on the last day of the Application Period (July 30, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 30, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Experience and certification/licensure must be obtained by the last day of the Application Period (July 30, 2024).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an NYC Health + Hospitals eligible list, you will be given a list number, and you will be notified by email 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.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Certifications, Credentials, and/or Special Experience: If you have the certifications, credentials, or experience listed below, you may be considered for appointment to positions requiring these certifications, credentials, or experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your credential(s), certification(s), and experience will be checked by NYC Health + Hospitals at the time of appointment.

Selective Certification for Certified Registered Central Service Technician Credential or Certified Sterile Processing and Distribution Technician Credential (TSD): 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. 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 (DAP): If you have completed at least one (1) year of full-time satisfactory experience as a Dental Assistant with pediatric patients in the United States, you may be given preferred consideration for positions requiring this experience.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), German (GER), Greek (GRE), Haitian/Creole (CRE), Hebrew (HEB), Hindi (HIN), Hungarian (HUN), Italian (ITA), Japanese (JPN), Khmer (KHM), Korean (KOR), Polish (POL), Portuguese (POR), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or 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 full name, OASys Profile ID number, and the selective certification(s) you are requesting in 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 Civil Service and Background Administration at (212) 788-3568 to determine whether they 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, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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 & Application 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