

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

**DENTAL PROGRAM SPECIALIST -
Program Specialist III**

Position: Program Specialist III Full time (40 hrs/wk)	Salary: \$3,750 to \$4,584 per month (\$45,000 to \$55,008 annually)
Classification Number: 1572 Group: B19	Posting Date: August 21, 2015
Listing Number: 5041516 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until filled Start Date: September 21, 2015
Contact: Aisha Vaz; hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2015 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Program Specialist is a member of the Dental Practice Division, and will work under moderate supervision of the Dental Director, with limited latitude for the use of initiative and independent judgment. The Program Specialist will perform an array of duties related to providing programmatic support to the Dental Director regarding the Dental Review Panel program funded by House Bill 3201 on September 1, 2013. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Provides support to Dental Director by previewing, organizing, and triaging active cases in queue for SOC case review. Label and organize sections of case files to facilitate efficient review and report generation by Dental Review Panel members.
- Provides support and collaborates in the planning, development, and implementation of the Dental Review Panel program.
- Works in conjunction with the existing Program Specialist to ensure swift and efficient delivery of information and materials to DRP members. Providing technical and logistical support to those members when necessary.
- Serves as liaison to the DRP members, staff, government agencies, community organizations, and the general public to assist in explaining program specifics and requirements when necessary.

- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.
- Assists with the review of program area operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.
- Markets program(s) to community and professional groups to encourage application submission for membership on the Dental Review Panel when necessary.
- Assists with preparing and reviewing literature, statutes, rules, and/or policies.
- Assists in preparing justifications for the implementation of procedural or policy changes.
- Assists in developing policy and procedure manuals.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Associate's degree, at a minimum, is strongly preferred. Experience and education may be substituted for one another.

EXPERIENCE: At least two years of experience in a medical or dental office, hospital, or dental program is required.

LICENSURE: Dental license, dental hygiene license, registered nurse license, or dental assistant registration required. License or registration must be seen in good standing by TSBDE or other state board. The applicant must not have any prior malpractice or disciplinary history or action by any state or federal regulatory agency.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of dental terms, dental diagnosis, dental procedures, dental anatomy, chart organization, progress notes, models, x-rays, and billing.
- Knowledge of accepted principles and practices of the standard of care of preventive and corrective dentistry, of oral hygiene, of clinical dentistry requirements, and dental treatment patterns.
- Ability to review a patients' dental record, organize it in a prescribed fashion, and summarize facts when necessary.
- Exhibits a high skill level with the use of technology. The proficient use of standard office equipment including but not limited to computers, scanners, databases, and digital document systems will be required.
- Ability to communicate cordially and effectively both orally and in writing. Various means of communication with stakeholders in the Dental Review Panel program will be necessary including but not limited to phone, email and video communication.

- Ability to organize workloads, prioritize tasks, and work under time constraints to carry out assigned tasks in a timely manner with minimal supervision.
- Ability to establish and maintain effective working relationships with supervisory personnel, co-workers, licensees, attorneys, and individuals from other State and Federal agencies and boards.
- Working knowledge of the Texas State Board of Dental Examiners Rules and Regulations.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to [\(512\) 463-7452](tel:512-463-7452). Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz at [512-475-0975](tel:512-475-0975).

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.