



AGENDA COVER MEMO

Memorandum Date: April 16, 2024

Order Date: May 7, 2024

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Mirah Fodor, Senior Human Resources Business Partner

AGENDA ITEM TITLE: In the Matter of Establishing the Medical Director - Dental Classification and Assigning a Corresponding Pay Grade

I. MOTION

Move to approve order 24-05-07-03 to establish the Medical Director – Dental classification and assign a corresponding pay grade of salary range PNR, grade C64 and subsequently, effective the first full pay period after July 1, 2024, be placed on grade 099 of the non-represented pay plan (\$71.49-\$105.09).

II. AGENDA ITEM SUMMARY

The Department of Health and Human Services has identified a need for a Medical Director – Dental to serve as a lead provider within the new practice at South Lane in the Community Health Centers (CHC). The addition of the classification, Medical Director – Dental, will allow the department flexibility for a dental provider to perform supervisory duties while maintaining a panel of patients.

The Medical Director – Dental classification will be assigned grade C64 on the PNR salary plan (\$71.44-\$107.17). Effective the first full pay period after July 1, 2024, the Medical Director – Dental classification will be placed on grade 099 of the new non-represented pay plan (\$71.49-\$105.09). Employees classified as Medical Director – Dental shall be placed into the new salary range and assigned the step on the salary grade closest to their current wage. In the event that this would result in a wage change, employees shall retain their current rate of pay until their next scheduled merit date.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On August 29, 2011, Board Order 11-09-24-03 established job code N2041 within

the Manager classification, to allow for competitive wages for physicians who are also serving as medical directors/managers. On January 30, 2024, the Board Order 24-01-30-02 established new non-represented classifications and salary plans, to be effective the first pay period following July 1, 2024. Among the new classifications that were established were “Medical Director– Primary Care” and “Medical Director– Behavioral Health.”

B. Policy Issues

Lane Manual 2.220 (3)(a) states “the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment” and that “the Board may make adjustments in a salary range or ranges as necessary to attract and hold competent personnel and to provide equity between the various classifications.”

Under the Charter (Section 25), the Lane Code (2.265) and Lane Manual (2.235), the Board sets the compensation plans for the County.

C. Board Goals

The establishment of the Medical Director – Dental classification and assigning a corresponding pay grade is in alignment with the strategic priority goal to “invest in our employees who are the backbone of our organization and invest in our system and organization health so that employees can thrive and residents can experience a more effective government.”

D. Financial and/or Resource Considerations

The annual wage to fill this classification for the 24-25 fiscal year will be between \$148,699.20 - \$222,913.60. Any costs related to positions under this classification will be addressed through existing Health and Human Services budget processes.

E. Health Implications

There are no known health implications.

F. Analysis

The addition of this new classification will provide Health and Human Services the ability to recruit for a Medical Director – Dental to assist in leading the work of other dental providers in the South Lane Community Health Center. This position will perform supervisory duties over dental staff at the designated site, as well as support CHC initiatives and programs as assigned by the Assistant Department Director.

This new classification will fall within a classification structure as follows:

Manager (Medical Director) N2041
(Non-Rep)

Program Manager (Assistant Medical
Director) N3005P (Non-Rep)

Associate Medical Director –
(AFSCME)

G. Alternatives/Options

1. Approve the addition of the Medical Director – Dental classification and adopt the proposed salary grade.
2. Deny the addition of the classification and salary grade.

IV. RECOMMENDATION

Human Resources staff have worked with Health and Human Services staff to draft the Medical Director – Dental classification description. Human Resources has determined the appropriate pay grade and recommends approving the motion.

V. TIMING/IMPLEMENTATION

Upon Board approval, Human Resources staff will post the classification description and assign the pay grades C64 (\$71.44-\$107.17) on the PNR salary range.

VI. FOLLOW-UP

Upon Board approval, Human Resources staff will assign a job code and establish the classification and assign the pay grade within County systems.

VII. ATTACHMENTS

- A. Board Order
- B. Medical Director – Dental Classification Description

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER AND RESOLUTION
NO: 24-05-07-03

In The Matter of Establishing the Medical
Director - Dental Classification and
Assigning a Corresponding Pay Grade

WHEREAS, Human Resources has identified a need for a new non-represented classification; and

WHEREAS, it is in the intent of Lane County to establish the Medical Director-Dental classification; and

WHEREAS, it is in the intent of Lane County to assign associated competitive pay grades within the non-represented salary plan.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. The establishment of the Medical Director-Dental classification, with the associated pay grade of salary plan PNR Grade C64 (\$71.44 - \$107.17.)
2. Effective the first full pay period following July 1, 2024, the Medical Director-Dental classification will be placed in the non-represented salary plan at Grade 099 (\$71.49-\$105.09.) Employees in the Medical Director-Dental classification will be assigned the step on the salary grade closest to their current wage. In the event that this would result in a wage decrease, employees shall retain their current rate of pay until their next scheduled merit date.

ADOPTED this 7th day of May 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners



MEDICAL DIRECTOR- DENTAL

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Last Updated: March 1, 2024

CLASSIFICATION SUMMARY

To provide direct patient care in accordance with training, experience and licensure, maintain and provide clinical and administrative leadership, and develop and expand a program of primary and preventative dental care in a community health center setting.

CLASSIFICATION CHARACTERISTICS

This is an advanced level leadership classification that is a stand-alone classification. It is distinguished from the Dentist classification by including a full scope of supervisory responsibilities, as well as a focus on strategic leadership related to programmatic development, including budget and policy oversight. It is distinguished from the Medical Director – Primary Care and Medical Director – Behavioral Health classification by the focus on management of dental-related operations.

FLSA Status: Exempt-Professional

Union/Association Representation: Non-Represented

SUPERVISION RECEIVED AND EXERCISED

- Receive minimal supervision from management staff and often works independently.
- Supervise regular employees, including full range of oversight, hiring, and corrective action.

CLASSIFICATION DETAILS

Typical Duties

- Examine individuals requesting care, diagnose their dental/oral conditions, prescribe and carry out, or direct others in carrying out, appropriate dental/oral treatment, or refer individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines; record patient-dentist transactions as they occur in the patient's dental record; and complete referrals and data collections.
- Educate individuals related to oral health related conditions and in the general promotion of oral health related disease prevention and assist in the provision of technical assistance and health education to the community as requested.
- Ensure compliance with Federal, State, and local laws, regulations, codes, and/or standards governing the practice of dentistry and the clinical provision of dental care. Participate in the development and updating of policies, procedures, processes, standards, and systems to respond to changes in the regulatory environment or organizational needs.
- Develop and execute best practices for management of dental staff, both professional and ancillary, and perform periodic clinical review of all professional dental providers.
- Manage the activities of dentistry program, which includes planning, coordinating, administering, and evaluating programs, projects, and service offerings to ensure effective delivery of services.
- Supervise dental staff, including conduct performance evaluations, ensure staff follow policies and procedures, and make hiring, termination, and disciplinary decisions.
- Develop and train assigned staff, including identify training needs, provide constructive feedback and reinforcement, coach on how to perform tasks, and act as a mentor.
- Plan, prioritize, distribute, coordinate, and monitor work assignments, assign resources, review work product, and provide feedback and guidance on tasks and priorities. Ensure



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work is completed in a timely fashion, meets quality standards, and accomplishes organizational objectives.

- In collaboration with the Federally Qualified Healthcare Center (FQHC) leadership, advise on top priorities for the dentistry program. Prepare and submit written reports on Dental Clinic issues, concerns, program status, initiatives, and progress to department leadership; participate in short and long-term program planning, including development of goals and objectives.
- Lead and/or participate in a variety of community activities and/or organizations to develop partnerships/coalitions that address assigned program issues; confer with a variety of governmental agencies and other organizations regarding program issues; represent the County and/or section at a variety of meetings, public events, training sessions, on committees, and/or other related events.
- Serve as Chair of the Dental Performance Improvement Committee and/or Peer Review Committee.
- Receive, respond to, investigate, and/or resolve [escalated] complaints, concerns, requests for information, and/or other related items received from internal staff, the general public, outside agencies, and/or other interested parties.
- Prepare and deliver presentations on matters related to the dentistry program; facilitate and/or participate in meetings, conferences, and training sessions; and design and implement marketing and outreach strategies to ensure public exposure to the dentistry program.
- Maintain knowledge of trends and best practices in dental programs; analyze program data and conduct research to identifying emerging needs and services; assess needs and opportunities and make recommendations based on findings.
- Participate in the preparation and administration of the unit budget; prepare cost estimates and submit justifications for budget items; monitor and control expenditures; manage financial operations in partnership with department finance staff.
- Perform other duties as assigned.

Knowledge and Skills

- Knowledge of the principles, practices, treatment therapies, and theories of dental/oral conditions.
- Knowledge of public health principles and practices.
- Knowledge of leadership, management, and public administration principles.
- Knowledge of program, project, and policy development and administration principles and practices.
- Knowledge of financial, accounting, and budgeting principles.
- Knowledge of modern office procedures, methods, and computer equipment, including electronic medical records systems.
- Ability to perform all required dental procedures and preventive dental care activities on adults, adolescents and children in a culturally sensitive manner for all clients; diagnose, treat and control oral conditions and diseases.
- Ability to identify and analyze problems, weigh relevance and accuracy of information, generate and evaluate alternative solutions, and make recommendations.



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- Ability to make sensible, well-informed, and objective decisions, and consider the impact and implication of decisions, including committing to action, even in uncertain situations, to accomplish organizational goals.
- Ability to plan, distribute, coordinate, and monitor work assignments of other staff. Evaluate work performance and provide feedback to others on staff performance. Ensure staff are selected, utilized, and developed in accordance with applicable policy and law, and that they are treated in a fair and equitable manner.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.
- Ability to communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Education, Experience & Special Requirements

- Graduation from an accredited dental school.
- Unrestricted license to practice dentistry in the State of Oregon.
- Current Oregon DEA registration and Controlled Substance License.
- Current BLS certification.
- Five years of total experience, including:
 - Five years of experience in a clinical dental setting, including three years of progressive leadership experience in a dental setting, such as providing oversight and leadership for dental team members OR
 - Five years of experience in a clinical dental setting plus an additional three years supervising staff or serving as a team leader in any setting

CLASSIFICATION HISTORY

Establishing Board Order:	BO #	
Previous Job Codes/Titles:		
History of	Date:	Description:
Updates:	Date:	Description: