

Dental Board of California  
Recruitment Notice to Fill  
Dental Assisting Council Member Vacancy  
**Deadline to Apply Is January 26, 2024**

The Dental Board of California (Board) is seeking a registered dental assistant in extended functions (RDAEF) for appointment as a member of the Dental Assisting Council (Council). This is a unique opportunity to serve the citizens and dental community of California. Applicants must possess a current and active Board-issued RDAEF license and be employed clinically in private dental practice or in a public safety net or dental health care clinic.

**What is the Dental Assisting Council?**

The Council supports and advises the Board on all matters relating to dental assistants in California. The Council holds public meetings to consider issues affecting dental assisting and the applicable statutes and regulations and makes recommendations to the Board. Council members are appointed by the Board and serve at the Board's pleasure.

**Who are the members of the Council?**

The Council has seven members. One is an RDA member of the Board, one is another member of the Board, and the remaining five are all RDAs, who have current and active Board licensure for at least the prior five years and cannot be employed by a current member of the Board. Two of these five must be employed as faculty members of a Board-approved RDA educational program, and one must be a RDAEF.

**Why is the Board recruiting?**

The Board is recruiting to fill a partial Council member term that expires on March 20, 2026. The Board appoints the members of the Council, which must represent as broad a range of dental assisting experience and education as possible.

**How often does the Council meet, and what is the time commitment?**

The Council meets quarterly and at other times as deemed necessary. Council meetings typically are held in February, May, August, and November of each year. The minimum time commitment is four days per year. Council members serve a term of four years and may serve a maximum of two full terms.

Council members may be appointed by the Council Chair to serve on two-member working groups to research dental assisting issues, compile data, document their findings, work with Board staff and legal counsel on drafting legislative and regulatory proposals, and present the issues, findings, and proposals to the Council for consideration. The time commitment for the working groups varies depending on the issues, but may include several hours per week or month.

## **What would be my areas of responsibility?**

The Council considers all matters related to dental assistants in California, including:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

## **Are Council members reimbursed?**

Council members receive \$100 for each day spent in the discharge of their official duties. Travel expenses are reimbursed by the Board in accordance with the Travel Guide published by the Accounts Payable Unit of the Office of Administrative Services of the Department of Consumer Affairs. They are reimbursed for travel expenses (transportation, meals, and lodging) at the prevailing state rate.

## **Conflicts of Interest**

No Council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school.

Council members are public officials required to annually report their investments, interests in real property, and income to the Fair Political Practices Commission using the Form 700, Statement of Economic Interests, which is a publicly disclosable record. Each member must submit their Form 700 using the online submission process.

Council members are subject to conflicts of interest or disqualification pursuant to the Political Reform Act of 1974, common law conflicts of interest arising from personal interest or bias, general provisions of the Business and Professions Code (BPC, § 450 et seq.), and the Department of Consumers Affairs Incompatible Work Activities policy.

## Required Applicant Qualifications

Applicants must meet the following minimum requirements to be eligible for appointment:

- Possess a current and active RDAEF license for at least the prior five years.
- Be employed clinically in a private dental practice or public safety net or dental health care clinic.
- Not be employed by a current member of the Board.
- Not have served previously on the dental assisting forum.
- Not have any financial interest in any registered dental assistant school.

## How do I apply for the Council member position?

If you are interested in becoming a member of the Council, complete the Application for Appointment to the Dental Assisting Council, Registered Dental Assistant in Extended Functions Vacancy. Return your completed application to the Board, along with a resume and cover letter. You may provide up to three employment references, but they are not required. Submit cover letter, completed application, resume, and references by email to [mirela.taran@dca.ca.gov](mailto:mirela.taran@dca.ca.gov) or by mail to Dental Board of California – Attention Mirela Taran; 2005 Evergreen Street, Suite 1550; Sacramento, CA 95815.

A Board committee will review the applications received and select the top candidates to recommend to the Board for appointment consideration. A telephone interview may be conducted by the committee as part of the application process. Final candidate interviews and selection will be made during the open session of the next Board meeting.

Final candidate applications will be included in published public Board meeting materials; all personal information (e.g., personal telephone number and email address and residential address) will be redacted.

**Applications must be received by January 26, 2024.**

If you have any questions, please contact Mirela Taran at (916) 263-2212 or [mirela.taran@dca.ca.gov](mailto:mirela.taran@dca.ca.gov).

Registered Dental Assistant in Extended Functions Application (RDAEF) - [Application](#)