

201 KAR 12:010. Administrator's duties.

RELATES TO: KRS Chapter 18A, 317A.040, 317A.050, 317A.060, 317A.120, 317A.145

STATUTORY AUTHORITY: KRS 317A.040, 317A.060, 317A.120

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.040(2) requires the employment of an administrator to administer the provisions of KRS Chapter 317A and the policies and administrative regulations of the board. KRS 317A.040(1) authorizes the board to delegate staffing decisions to the administrator. KRS 317A.060 requires the board to promulgate administrative regulations that include protecting the public and establishing examination requirements. KRS 317A.120 requires trained proctors at examinations. This administrative regulation clarifies the authority and establishes duties of the board administrator.

Section 1. Duties. (1) The administrator shall:

(a) Serve as the board's liaison officer and coordinate all administrative matters of the board;

(b) Assist the board in hiring proctors to conduct examinations;

(c) Make staffing decisions, including filling merit positions from the merit register pursuant to and in accordance with KRS Chapter 18A and KAR Title 101 of the Kentucky Administrative Regulations; and

(d) Be considered the designated appointing authority for the purposes of filling merit positions, and taking disciplinary actions in accordance with 201 KAR Chapter 12 and KRS Chapter 317A.

(2) The administrator may:

(a) Inspect any establishment licensed or issued a permit by the board;

(b) Investigate a reported violation of KRS Chapter 317A or 201 KAR Chapter 12; and

(c) On behalf of the board, require the production of;

1. A license;

2. The attendance of a witness; or

3. The production of records, documents, and material relating to licensed activity by the board. (KBHC:Adm:1-1; 1 Ky.R. 720; eff. 5-14-1975; 11 Ky.R. 1437; eff. 5-14-1985; 20 Ky.R. 1026; eff. 1-10-1994; 44 Ky.R. 2556; 45 Ky.R. 330; eff. 8-31-2018.)