

# STATE BOARD OF LICENSURE FOR PROF ENGINEERS & PROF SURVEYORS

## Enabling Laws

Act 142 of 2014

A.C.A. §17-30-101 et seq. (Act 214 of 1953, amended Act 202 of 1925)

A.C.A. §17-48-101 et seq. (Act 101 of 1967, as amended.)

## History and Organization

The Arkansas General Assembly saw the need to regulate the practice of Engineering. They passed Act 202 of 1925 to create the Agency. A Board was established to review the qualifications of individuals to insure they met certain controlling and minimum qualifications to be awarded a license to practice engineering in the State of Arkansas. The Board was also given the authority to discipline individuals that provided substandard engineering services to residents of the State. The original Act has been amended numerous times and at present is A.C.A. §17-30-101 et seq.

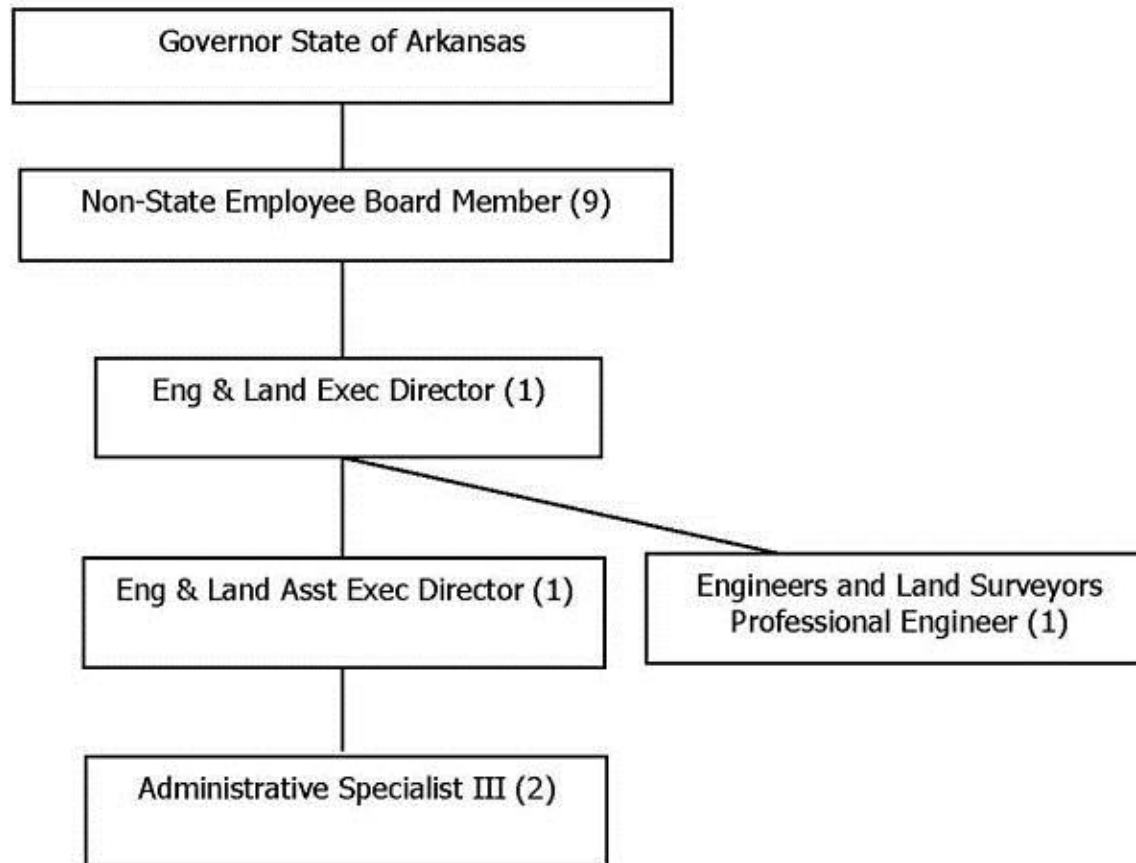
Act 101 of 1967 was passed by the General Assembly which added to the Agency the licensing of Surveyors. The Board reviews the qualifications of individuals to be awarded a license to practice Surveying in the State of Arkansas. The Board was also given the authority to discipline individuals that provide substandard surveying services to residents of the State. The original Act has been amended numerous times and at present is A.C.A. §17-48-101 et seq.

The Agency has never received any money from the State for the operation of the office. All monies used by the Agency for operation, salaries, and etc. are generated from the collection of application fees, examination fees, renewal fees, and disciplinary civil penalties.

The Board consists of nine (9) members that are appointed by the Governor. Five (5) members shall be Professional Engineers of at least ten (10) years of active experience, of good standing in their profession, and registered as Professional Engineers at the time of their appointment; One (1) member shall be a Professional Engineer and a Professional Surveyor of at least ten (10) years of active experience in both, of good standing in both professions and registered as both a Professional Engineer and Professional Surveyor, at the time of their appointment; One (1) member shall be a Professional Surveyor of at least ten (10) years active experience, of good standing in their profession, and registered as a Professional Surveyor at the time of his appointment; Two (2) members of the Board shall not be actively engaged or retired as a Professional Engineers or a Professional Surveyor, One (1) shall represent consumers, and One (1) shall be at least

sixty (60) years of age and shall represent elderly consumers. The term of office for each appointment is four (4) years. There is no restriction on the number of times an individual may be appointed.

The Agency is staffed at the present time by five (5) individuals and one (1) extra help position. They are an Executive Director, Assistant Executive Director, a Professional Engineer, and two (2) Administrative Specialist III. The staff is responsible for compiling all information necessary for the Board to make decisions on the licensing of individuals. Other responsibilities include maintaining records of all renewals, correspondence, and financial records of the Agency.



## Agency Commentary

To fulfill the Board's mission and to honor its duty as stewards, the Board requests a net Change Level reduction of \$14,548 in FY16 and FY17 as follows:

For FY16 and FY17, the Board requests a Change Level of \$40,864 in Regular Salaries (00) and Personal Services Matching (03) for a Fiscal Support Analyst Position. The position would be responsible for the fiscal related tasks and duties of this agency. These duties would include but not limited to preparing monthly financial reports and reconciliations, preparing and the submitting the various financial reports such as the IT, CAFR, annual operations plans, biennial budgets, risk assessment preparation, minority purchasing, and other functions as listed in the "Typical Functions" section of the Class Specifications.

The Board requests a Change Level reduction of (\$55,412) in FY16 and FY17 to better reflect actual expenditures:

A reduction of (\$50,812) in Operating Expenses (02) - Printing (\$6,000), Film Processing (\$15,000), Bldg & Grounds Maintenance (\$10,000), Rent of Facility (\$7,000), Business Related Travel (\$7,000) and various other expenses (\$5,812).

A reduction of \$4,600 in Professional Fees and Services (10) - Legal Fees.

As part of an overall reorganization of this office, a Job Audit was performed within the agency. As a result, the Board requests reclassification of the 2-Administrative Specialist III positions to Licensing Coordinators positions.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT

AUDIT OF :

ARKANSAS STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS  
AND PROFESSIONAL SURVEYORS

FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

None

None

## State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

### Employment Summary

	Male	Female	Total	%
White Employees	2	1	3	60 %
Black Employees	0	1	1	20 %
Other Racial Minorities	0	1	1	20 %
Total Minorities			2	40 %
Total Employees			5	100 %

### Publications

#### A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
None	N/A	N	N	0	N/A	0	0.00

# Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
5	5	0	5	0	0.00 %	5	5	0	5	0	0.00 %	5	5	0	5	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 857 - Land Surveyors - Cash in Treasury

**Funding Sources:** NES - Cash in Treasury

Act 202 of 1925 created the Arkansas State Board of Registration for Professional Engineers & Land Surveyors. The purpose of the Board is to ensure the public through rules and regulations professional engineers or land surveyors will provide competent services to the citizens of the State. The Board is funded from application, certificate, and renewal fees charged pursuant to Arkansas Code Annotated §17-30-304.

Act 444 of 2009 changed the name of the board to the State Board of Licensure for Professional Engineers and Professional Surveyors.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base level salaries and matching do not include appropriation for Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Agency requests a Change Level decrease of \$14,548 each year of the biennium which includes the following:

- Regular Salaries and Personal Services Matching \$40,864 each year for a new Fiscal Support Analyst position Grade C115. This position will be responsible primarily for the fiscal tasks including preparing monthly financial reports and reconciliations, preparing and submitting various financial reports such as IT reports, CAFR reports, annual operations plans, the biennial budget, risk assessment preparation, and other functions as part of the overall reorganization of the office.
- Reduction in Operating Expenses of \$50,812 each year which include Printing \$6,000, Film Processing \$15,000, Building & Grounds Maintenance \$10,000, Rent of Facility \$7,000, business related travel \$7,000, and various other expenses \$5,812, to better reflect actual expenditures.
- Reduction in Professional Fees of \$4,600 in Legal Fees is requested to better reflect actual expenditures.
- Reclassification of two (2) Administrative Specialist III Grade C112 positions to Licensing Coordinator Grade C113 positions to reflect their current duties as outlined in OPM's job audit.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** 857 - Land Surveyors - Cash in Treasury

**Funding Sources:** NES - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	256,014	252,167	252,165	255,203	284,454	284,454	255,303	284,554	284,554
<b>#Positions</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>
Extra Help	5010001	11,829	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
<b>#Extra Help</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	84,529	81,273	80,144	82,711	94,324	94,324	82,734	94,347	94,347
Operating Expenses	5020002	177,255	259,461	259,461	259,461	208,649	208,649	259,461	208,649	208,649
Conference & Travel Expenses	5050009	7,192	10,227	10,227	10,227	10,227	10,227	10,227	10,227	10,227
Professional Fees	5060010	6,380	11,744	11,744	11,744	7,144	7,144	11,744	7,144	7,144
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	69,366	0	0	0	0	0	0	0	0
<b>Total</b>		<b>612,565</b>	<b>626,872</b>	<b>625,741</b>	<b>631,346</b>	<b>616,798</b>	<b>616,798</b>	<b>631,469</b>	<b>616,921</b>	<b>616,921</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,125,112	1,134,299		1,122,427	1,122,427	1,122,427	1,091,081	1,105,629	1,105,629
Cash Fund	4000045	621,752	615,000		600,000	600,000	600,000	600,000	600,000	600,000
Total Funding		1,746,864	1,749,299		1,722,427	1,722,427	1,722,427	1,691,081	1,705,629	1,705,629
Excess Appropriation/(Funding)		(1,134,299)	(1,122,427)		(1,091,081)	(1,105,629)	(1,105,629)	(1,059,612)	(1,088,708)	(1,088,708)
<b>Grand Total</b>		<b>612,565</b>	<b>626,872</b>		<b>631,346</b>	<b>616,798</b>	<b>616,798</b>	<b>631,469</b>	<b>616,921</b>	<b>616,921</b>

FY15 Budget amount in Regular Salaries and Personal Services Matching exceeds authorized amount due to salary and matching rate adjustments during the 2013-2015 Biennium.

## Change Level by Appropriation

**Appropriation:** 857 - Land Surveyors - Cash in Treasury  
**Funding Sources:** NES - Cash in Treasury

### Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>631,346</b>	<b>5</b>	<b>631,346</b>	<b>100.0</b>	<b>631,469</b>	<b>5</b>	<b>631,469</b>	<b>100.0</b>
C01	Existing Program	40,864	1	672,210	106.5	40,864	1	672,333	106.5
C03	Discontinue Program	(55,412)	0	616,798	97.7	(55,412)	0	616,921	97.7
C10	Reclass	0	0	616,798	97.7	0	0	616,921	97.7

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>631,346</b>	<b>5</b>	<b>631,346</b>	<b>100.0</b>	<b>631,469</b>	<b>5</b>	<b>631,469</b>	<b>100.0</b>
C01	Existing Program	40,864	1	672,210	106.5	40,864	1	672,333	106.5
C03	Discontinue Program	(55,412)	0	616,798	97.7	(55,412)	0	616,921	97.7
C10	Reclass	0	0	616,798	97.7	0	0	616,921	97.7

### Justification

C01	Agency requests a change level of \$40,864 for each year of the biennium in Regular Salaries and Personal Services Matching for a new Fiscal Support Analyst position. The position would be responsible primarily for the fiscal related tasks and duties of this agency. These duties would include but not be limited to preparing monthly financial reports and reconciliations, preparing and the submitting the various financial reports such as the IT reports, CAFR reports, annual operations plans, biennial budgets, risk assessment preparation, minority purchasing reports, and other functions as listed in the "Typical Functions" section of the Class Specifications and is part of an overall reorganization of this office which includes a reclassification.
C03	Agency requests a Change Level reduction of \$55,412 in FY16 and FY17 to better reflect actual expenditures: a reduction of \$50,812 in Operating Expenses (02) - Printing (\$6,000), Film Processing (\$15,000), Bldg & Grounds Maintenance (\$10,000), Rent of Facility (\$7,000), Business Related Travel (\$7,000) and various other expenses (\$5,812). A reduction of \$,4600 in Professional Fees and Services (10) - Legal Fees.
C10	Agency requests a reclassification of 2-Administrative Specialist III positions to 2-Licensing Coordinator positions to reflect their current duties as outlined in OPM's job audit.