



OKLAHOMA STATE BOARD OF PHARMACY

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OKLAHOMA STATE BOARD OF PHARMACY AFFIRMATIVE ACTION PLAN

- (1.1) Oklahoma State Board of Pharmacy's (Board) "Affirmative Action/Equal Employment Opportunity (AA/EEO) Policy Statement" signed by the Appointing authority is posted at the agency and a copy is distributed to each of our employees.

The Appointing Authority, who as described in the EEO/AA Policy Statement has overall responsible for equal employment opportunity and affirmative action within the Oklahoma State Board of Pharmacy, is:

Bryan H. Potter, Executive Director
Oklahoma State Board of Pharmacy
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- (1.2) The name and job title of the individual responsible for the implementation which includes developing programs, plans, policy statements and internal communications, designing and implementing audit and reporting, liaison, outreach and referral, and monitoring of the agency's EEO/AA policy and plan is:

Mary Ann Terral
Oklahoma State Board of Pharmacy
4545 N. Lincoln Boulevard, Suite 112
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Each supervisor is responsible to assist in identification of problem areas and to assist in meeting the agency objective. Such supervisor will offer training, hiring, promotion and career counseling opportunities equally to all employees and monitor to eliminate impediments to agency goals. They will keep subordinates up to date on AA/EEO agency plan and policy as well as on our policy against sexual harassment.

All employees have a responsibility to see that the EEO/AA program is faithfully executed. Each employee should apply all laws, regulations, policies, and procedures fairly and impartially towards all persons, without regard to race, color, creed, sex, age, national origin, disability, religion, or political opinion or affiliation. Each employee should exhibit an attitude of respect, courtesy and cooperation towards fellow employees and the public. Employees should aid supervisors and managers in carrying out their EEO/AA responsibilities. Each employee should be familiar with the agency EEO/AA policy and plan and make a good faith effort to complete their assigned responsibility.

- (1.3) **Internal.** Our AA/EEO policy and plan are updated and posted at the agency office. Copies are mailed with payroll checks once each year. **External.** Our policy statement and plan are available on our website: www.pharmacy.ok.gov.

- (1.4)
- (1.5) Personnel actions are infrequent in our small agency. Our agency has done well regarding hiring, promoting, training for those over 40. At the end of Fiscal Year 2008 - 89% of our staff will be over 40 years of age. See the Personnel Transactions Report (New Hires) 2.6 for evaluation of AA/EEO efforts for the most recent fiscal year. Progress occurred in improving the number of minority applicants in the hiring pool during this period. Efforts described in 1.6 and the new OK Careers system has increased the number of minority applicants in the hiring pool. The Affirmative Action officer will be responsible for monitoring actions during this reporting period.
- (1.6) Efforts made by the agency to recruit, hire, and promote minority women, and men are as follows:
- (1.7) OPM's new OK Careers provided applicants who are truly interested in our position within the hiring rule of ten. We still lose to large agencies that can offer better promotion prospects, but have more real prospects on the register now. Our small agency and limited opportunity for advancement (due to lack of turnover) tends to make us less attractive to applicants.
- We continue to look at creative ways to increase our applicant pool to continue including minority applicants. We will continue current outreach processes which have improved the number of minority applicants in our hiring pool.
- The report of the distribution of present employees among the Equal Employment Opportunity Commission's (EEOC) eight job categories appears on the Annual Present Staffing Report (2.5).
- (1.7) The Board, (10 FTE), had a full-time opening in 2008. Internet posting, working with OPM, and posting in the minority community has led to increases in minority applicants in our hiring pool. OPM's new OKCareer system gave us a larger number of minority applicants. Importantly, most individuals on the register were interested in our position, which is a great improvement.

Problems that limit applicant pools for small agencies:

Limited advancement prospects in small agencies. We tend to attract older applicants who are willing to serve out their career within this limit. Most young applicants prefer large agencies where there is advancement opportunity. New career ladders help this issue by allowing an employee to grow within their position.

Our recruitment efforts have improved our hiring pool to include quality minority applicants. Some quality unclassified seasonal employees have not been able to place high enough on a register to be within our limited hiring rule. There appears to be discrepancy between quality of work and the score they are able to attain on examinations. Where this exists, it is a concern for all agencies.

- (2.6 & 2.7) See the OPM-AA/EEO-8 Personal Transactions Report (2.6) and the OPM-AA/EEO-1 Evaluation of Previous EEO Efforts (2.7) made part of this Plan by this reference. One hiring occurred during this period. We have better recruitment processes in place as described in 1.6 that should have increased the number of minority applicants in our hiring pool. OPM's OK Career system has improved both the number of minority applicants and the number of applicants genuinely interested in our position. We will continue to find creative ways to improve and maintain the number of minority applicants in our hiring pool.

Personnel Transactions Report

Agency Name and Code: Oklahoma State Board of Pharmacy Date: June 30, 2008

Summary		Total	Minority						Male	Female
			White	Black	Hisp	AS/PI	AI/AN	Total Min		
1. Employees at Beginning of Period (7-01-07)	#	8	8						3	5
	%		100%	0%	0%	0%	0%	0%	38%	63%
2. Employees at End of Period (6-30-08)	#	9	9	0	0	0	0	0	3	6
	%		100%	0%	0%	0%	0%	0%	33%	67%
3. Net Increase (decrease)		1	1	0	0	0	0	0	0	1
4. Personnel Transaction:										
(A) New Hires	Actual	1	1	0	0	0	0	0	0	1
	Goal								1	
(B) Promotions	Actual	0								
	Goal									
(C) Demotions		0							0	
(D) Separations		0								0

OPM-AA/EEO-8 (07/07/2008)

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PRESENT STAFFING

Agency Name and Code: Oklahoma State Board of Pharmacy

EEO Coordinator: Mary Ann Terral

As of: June 30, 2008

Job Categories	TOT EAP	MALE										FEMALE															
		WHITE	%	BLACK	%	HISP	%	ASPI	%	AI/AN	%	TOT MALE	%	WHITE	%	BLACK	%	HISP	%	ASPI	%	AI/AN	%	TOT FEM	%	TOT MEN	%
Officials/ Admin	4	2	50%	0	0%	0	0%	0	0%	0	0%	2	50%	2	50%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%
Professional	3	1	33%	0	0%	0	0%	0	0%	0	0%	1	33%	2	67%	0	0%	0	0%	0	0%	0	0%	2	67%	0	0%
Technicians	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###
Protective Services	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###
Para-Professional	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###
Admin Support	2	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%
Skilled Craft Workers	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###
Service Maintenance	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###
TOTALS	9	3	33%	0	0%	0	0%	0	0%	0	0%	3	33%	6	67%	0	0%	0	0%	0	0%	0	0%	6	67%	0	0%

OPM-AA/EEO-7 (07/07/2006)

• 0020 Temporary and E-16AB are the same person, only counting once. One J53A position is vacant.

Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: Oklahoma State Board of Pharmacy

As Of: June 30, 2008

Summary		Total New Hires	White	Black	Hisp	AS/PI	A/AN	Total Min	Male	Female
1. New Hires FY	2006	Number	0					0		OK
2. New Hires FY	2007	Number	0					0		OK
3. New Hires FY	2008	Number	1	1	0	0	0	0	0	1
Total Number for Three Year Period			1	1	0	0	0	0	0	1
Total Percent for Three Year Period		Percent	100%	100%	0%	0%	0%	0%	0%	100%
Total Percent for Current Year		%		100%	0%	0%	0%	0%	0%	100%

NEW HIRES FOR CURRENT REPORTING YEAR ONLY

EEO Categories	Total New Hires	Male						Female						Total Min
		White	Black	Hisp	AS/PI	A/AN	Total Male	White	Black	Hisp	AS/PI	A/AN	Total Fem	
Officials/Admin.	0						0						0	0
Professionals	0						0						0	0
Technicians	0						0						0	0
Protective Services	0						0						0	0
Paraprofessionals	0						0						0	0
Administrative Support	1						0	1					1	0
Skilled Craft	0						0						0	0
Service Maintenance	0						0						0	0
TOTALS	1	0	0	0	0	0	0	1	0	0	0	0	1	0

OPM-AA/EEO-1
(07/07/2008)