



Oklahoma State Board of Pharmacy



John A. Foust, D.Ph., Executive Director
4545 Lincoln Boulevard, Suite 112 • Oklahoma City, OK 73105-3413
Telephone: (405) 521-3815 • Fax: (405) 521-3758
pharmacy@pharmacy.ok.gov • www.pharmacy.ok.gov

OKLAHOMA STATE BOARD OF PHARMACY AFFIRMATIVE ACTION PLAN

- (1.1) **Policy Statement.** Oklahoma State Board of Pharmacy's (Board) "Affirmative Action/Equal Employment Opportunity (AA/EEO) Policy Statement" signed by our Appointing authority is posted at our office, a copy is distributed to each of our employees once a year with their paycheck, and it is posted to our website.

Our 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:

Dr. John A. Foust, Pharm.D., D.Ph., Executive Director
Oklahoma State Board of Pharmacy PH (405) 521-3815
4545 N. Lincoln Boulevard, Suite 112 FAX (405) 521-3758
Oklahoma City, OK 73105-3488 pharmacy@pharmacy.ok.gov

- (1.2) **Responsibility for AA/EEO Implementation.** The name and job title of the individual responsible for the implementation [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, Business Manager, EEO/AA Officer
Oklahoma State Board of Pharmacy PH (405) 522-3129
4545 N. Lincoln Boulevard, Suite 112 FAX (405) 521-3758
Oklahoma City, OK 73105-3488 mterral@pharmacy.ok.gov

Each manager and supervisor is responsible to assist in identification of problem areas and in meeting the agency's affirmative action objective. Each supervisor and manager 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 our AA/EEO agency plan and policy and on our policy against sexual harassment.

All employees have a responsibility to see that our 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.

Disabled persons and Older Persons. Persons with disabilities whether "obvious" or "hidden"; those with a record of disabilities, and those who are treated as if they are disabled are covered by the ADA and discrimination is prohibited. Such discrimination is also prohibited against workers 40 and older.

- (1.3) **Dissemination of Plan.**

Internal. Our AA/EEO policy and plan are updated and posted at the agency office and copies are mailed with payroll checks to each employee once each year. **External.** Our policy statement

and plan are available on our website: www.pharmacy.ok.gov and posted at the agency for public viewing.

- (1.4) **Evaluation of Preceding Evaluation of Preceding years' AA/EEO Efforts.** Personnel actions are infrequent in our small agency. During the period we had a promotion of our administrative technician on 2/1/2012 from E16B to E16C. We filled a new position of pharmacist compliance officer.

Our agency has done well regarding hiring, promoting, training for those over 40; at Fiscal Year 2012 end - 90% of our staff is 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. Efforts made by the agency to include minorities and women in our recruitment, hiring, and promote minority and women are as follows:

OKJobs online application system has made more improvement in the number of minority and women applicants in our hiring and interviewing pool than anything the agency has tried.

For our pharmacist compliance officer position the Board notified all Oklahoma licensed pharmacists so they could to apply for the position. There were minority and women applicants in both the applicant and interview pool.

- (1.5) **Identification and analysis or problem areas; corrective action.** The Pharmacy Board, (11 FTE) had a promotion and a new position filled during this period.

As vacancies occur, the Board continues to include minorities and women in the hiring pool, interview, and hiring processes. Mary Ann Terral is assigned the responsibility to identify and analyze problem areas and to implement each corrective action.

Small agencies issues. Our limited opportunity for advancement (due to size and lack of turnover) tends to make us less attractive to applicants. We attract older applicants willing to serve out their career within this limit, while younger applicants prefer large agencies where there is advancement opportunity. Career ladders help our agency by allowing employees to grow within their position.

- (2.1) **Present Staffing Report** The distribution of present employees among the Equal Employment Opportunity Commission's (EEOC) eight job categories appears on the Annual Present Staffing Report, made a part of this report by this reference.
- (2-2) **Personnel Transaction Report**, See Personal Transactions Report made part of this report by this reference. One new hire occurred during this period. Progress was made in having more minorities as part of our applicant and interview pool.
- (2-3) **3-Year Evaluation of Previous EEO Efforts.** See Evaluation of Previous EEO Efforts made part of this report by this reference. While our Board ranks high on over 40 year olds, Even though we have increased minorities in our applicant and interview pool we are still under represented in minority employees.

PRESENT STAFFING

Agency Name and Code: Oklahoma State Board of Pharmacy #560

EEO Coordinator: Mary Ann Terral

As of: June 30, 2012

Job Categories	TOT EMP	MALE						FEMALE						TOT MIN
		WHITE	BLACK	HISP	AS/PI	AI/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT FEM	
Official/ Admin	4	2	0	0	0	0	2	2	0	0	0	0	2	0
% Represented		50.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	0.0	50.0	0.0
% CLF		53.9	1.8	1.3	0.7	2.7	62.4	31.0	1.8	1.0	0.3	2.2	37.6	15.1
Professionals	4	1	0	0	0	0	1	3	0	0	0	0	3	0
% Represented		25.0	0.0	0.0	0.0	0.0	25.0	75.0	0.0	0.0	0.0	0.0	75.0	0.0
% CLF		37.3	1.8	0.9	1.3	1.8	44.4	45.5	2.9	1.1	0.9	3.3	55.6	17.2
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% CLF		66.2	4.5	1.7	0.3	7.1	83.3	12.2	1.8	0.5	0.2	1.3	16.7	21.6
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9
Admin Support	2	0	0	0	0	0	0	1	1	0	0	0	2	1
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	100.0	50.0
% CLF		23.5	2.1	0.9	0.3	1.7	29.9	55.3	5.0	2.0	0.6	4.6	70.1	21.2
Skilled Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% CLF		73.3	3.4	5.3	0.5	7.0	93.5	4.8	0.4	0.3	0.2	0.5	6.5	21.9
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% CLF		40.5	4.8	5.2	0.8	4.8	58.5	28.4	4.1	2.6	0.9	3.7	41.5	31.1
TOTALS	10	3	0	0	0	0	3	6	1	0	0	0	7	1
% Represented		30.0	0.0	0.0	0.0	0.0	30.0	60.0	10.0	0.0	0.0	0.0	70.0	10.0
% CLF		41.7	3.0	2.8	0.7	3.5	53.8	35.4	3.4	1.7	0.6	3.3	46.2	22.9

OPM-AA/EEO-6
(06/18/2012)

Personnel Transactions Report

Agency Name and Code: Oklahoma State Board of Pharmacy #560

Date: June 30, 2010

Summary		Total	Minority					Total Min	Male	Female
			White	Black	Hisp	AS/PI	AI/AN			
1. Employees at Beginning of Period (7-01-09)	#	9	9					0	3	6
	%		100%	0%	0%	0%	0%	0%	33%	67%
2. Employees at End of Period (6-30-10)	#	9	9	0	0	0	0	0	3	6
	%		100%	0%	0%	0%	0%	0%	33%	67%
3. Net Increase (decrease)		0	0	0	0	0	0	0	0	0
4. Personnel Transaction:										
(A) New Hires	Actual	1	1	0	0	0	0	0	0	1
	Goal									
(B) Promotions	Actual	1		1				1		1
	Goal									
(C) Demotions		0						0		
(D) Separations		1	1					0		1

Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: Oklahoma State Board of Pharmacy #560

As Of: June 30, 2012

		Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female
Summary										
1. New Hires FY	2010	Number	1	1				0		1
2. New Hires FY	2011	Number	1		1			1		1
3. New Hires FY	2012	Number	1	1	0	0	0	0	0	1
Total Number for Three Year Period			3	2	1	0	0	0	1	3
Total Percent for Three Year Period		Percent	100%	67%	33%	0%	0%	0%	33%	100%
Total Percent for Current Year		%		100%	0%	0%	0%	0%	0%	100%

NEW HIRES FOR REPORTING YEAR 2012 ONLY

EEO Categories	Total New Hires	Male					Female					Total Min		
		White	Black	Hisp	AS/PI	AI/AN	Total Male	White	Black	Hisp	AS/PI		AI/AN	Total Fem
Official/Administrator	0						0						0	0
Professionals	1						0	1					1	0
Technicians	0						0						0	0
Protective Services	0						0						0	0
Paraprofessionals	0						0						0	0
Administrative Support	0						0						0	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



STATE OF OKLAHOMA
HUMAN CAPITAL MANAGEMENT
DIVISION OF OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

October 29, 2012

John A. Foust, D.Ph.
Executive Director
Oklahoma State Board of Pharmacy
4545 N. Lincoln Boulevard, Suite 112
Oklahoma City, OK 73105-3488

Dear Dr. Foust:

Based on the review and recommendation of the OPM/OSF Office of Equal Opportunity and Workforce Diversity (EOWD) and the Affirmative Action Review Council, I have approved your agency's FY-2013 Affirmative Action Plan. This action is taken in accordance with the provisions of Title 74 O.S., Section 840-2.1 and Merit Rule 530:10-3-36.

We appreciate and commend your continuing commitment to workforce diversity in state government.

Please let me know if I may be of further assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lucinda Meltabarger".

Lucinda Meltabarger, Administrator
Human Capital Management
Office of Management and Enterprise Services

cc: Mary Ann Terral