PA 330   PUBLIC PERSONNEL ADMINISTRATION
Spring 2012  Tuesdays 4:00 – 6:40 pm

INSTRUCTOR:  Professor Darrell L. Pugh, Ph.D., J.D.
OFFICE     PSFA 173
OFFICE HOURS:  Wednesdays 3:00-4:00 pm
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COURSE DESCRIPTION

This course introduces you to the field of public personnel management, its social context, functions and major issues impacting the field. Upon completion of this course it is expected that you will;
• Know the historical context of public personnel management;
• Know the role of the public personnel management and how it is changing;
• Know the professional values, as well as the social and political environment in which personnel management operates;
• Know the operations of basic personnel management functions such as recruitment, selection, classification, compensation, training, performance management, and labor relations.

TEXT

Human Resource Management in Public Service, Evan Berman, et al

COURSE REQUIREMENTS

Examinations: There will be three multiple-choice examinations give in this course. The first examination will cover chapters 1-4 (2/27/12). The second examination will cover chapters 5-8 (4/10/12). The third examination will cover chapters 9-11 (5/8/12). Examinations will be given on the scheduled dates only. Make-up examinations will not be given unless written documentation from your healthcare provider is provided.

Calendar of Assignments

Jan. 24 –Introduction  Jan. 31—Chapter 1  Feb. 7--Chapter 2
Feb. 14--Chapter 3  Feb. 20--Chapter 4  Feb. 27—First Exam
March 6—Chapter 5  March 13—Chapter 6  March 20—Chapter 7
April 3—Chapter 8  April 10—Second Exam  April 17 – Chapter 9
April 24—Chapter 10  May 1—Chapter 11  May 8—Third Exam
Session 1  Introduction

Session 2  Public Human Resource Frameworks. Berman Ch 1. Key questions: What are the key values, goals, and functions of Public Personnel Administration? What are the key elements of the personnel management system? Who or what are the sources of support—both internal and external to government for these elements?

Session 3  Employee Rights. Berman Ch. 2. Key Questions: What rights do employees have in the public work place? Where do these rights come from? Is it ever legal to discriminate in employment? How do employees protect their rights?

Session 4  Recruitment. Berman Ch. 3. Key Questions: What goals and factors are important to consider in designing an effective recruitment strategy? What are the various steps in recruitment? What legal issue are important for recruitment?

Session 5  Selection. Berman Ch. 4. Key questions: Why is the selection process so critical to personnel? What is test validation and why is it so important? What laws influence the selection process? How do EEO/AA and diversity challenge the traditional approaches to selection?

Session 6  First Examination February 27, 2012

Session 7  Classification. Berman Ch. 5. Key questions: What are the elements in the staffing process? Why is position classification the bedrock of human resource management? What is the role of job analysis in EE)/AA?

Session 8  Motivation and Compensation, Berman Chapters 6 & 7. Key Questions: Why is it difficult to motivate employees? What is a “psychological contract”? What do employees deem to be most important about their jobs? What are the basic purposes of compensation? What is a compensation philosophy? What is total compensation? What laws impact compensation?

Session 9  Family Friendly Employment Policies. Berman Ch. 7. Key questions: What are family friendly policies? Why are these policies necessary in today’s labor market? What laws support this family friendly approach? What impact do these policies have on organizational cost and productivity?

Session 10  Second Examination April 10, 2012
Session 12  Training and Development. Berman Ch. 8.  Key questions: What are the principal elements of the training function? Who should be responsible for training and why? What are effective training strategies? What is the difference between training and education?

Session 13  Performance Evaluation. Berman Ch. 9.  Key questions: What are the major purposes of performance evaluation? What are the four characteristics of an effective appraisal system? What is the difference between personality and performance based evaluations? How valid, reliable, and cost-effective are appraisals? What are the legal requirements for a performance evaluation process?

Session 14  Labor-Management Relations. Berman Ch. 10.  Key questions: What is the legal basis for collective bargaining in the public sector? What are the bargainable issues? What are the steps in the collective bargaining process? What is alternative dispute resolution? Should public employees have the right to strike?

Session 15  Third Examination May 8, 2011