

PA 330 PUBLIC PERSONNEL ADMINISTRATION

INSTRUCTOR: Professor Darrell L. Pugh, Ph.D., J.D.
OFFICE PSFA 173
OFFICE HOURS: Wednesdays 5:30-7:00pm
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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 manager 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.

TEXT

Human Resource Management in Public Service, Evan Berman, et. Al

COURSE REQUIREMENTS

1. Weekly Assignments: You are expected to read all chapter assignments prior to class so that you will be able to understand the lecture, respond to questions, and participate in class discussions. Students will form groups or teams and be responsible for preparing answers to assigned questions. (20%)

2. Examinations: There will be two multiple-choice examinations given in this course. The first examination will cover chapters 1-5. The second examination will cover chapters 6-11. 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. (80%)

Calendar of Assignments

Week 3—Chapter 1	Week 4--Chapter 2	Week 5--Chapter 3
Week 6--Chapter 4	Week 7—Chapter 5	Week 8—Exam I
Week 9—Chapter 6	Week 10—Chapter 7	Week 11—Chapter 8
Week 12—Chapter 9	Week 13—Chapter 10	Week 14—Chapter 11
Week 15—Exam II		

GROUP QUESTIONS

- Week 1 Introduction
- Week 3 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?
- Week 4 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?
- Week 5 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?
- Week 6 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?
- Week 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?
- Week 8 FIRST EXAMINATION
- Week 9 Compensation. Berman Ch. 6. Key Questions: What are the basic purposes of compensation? What is a compensation philosophy? What is total compensation? What laws impact compensation?
- Week 10 Family Friendly Employment Policies. Berman Ch. 7. Key questions: What are family friendly policies? Why are these policies necessary in todays labor market? What laws support this family friendly approach? What impact do these policies have on organizational cost and productivity?
- Week 11 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?

- Week 12 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?
- Week 13 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?
- Week 14 Quality and Productivity in Personnel Administration. Berman Ch. 11 . Key questions: What are the major obstacles to enhanced productivity? What are the various strategies organization use to improve organizational productivity? What are the organizational objectives of diversity programs? What role does technology play in improving organizational productivity?
- Week 15 Second Examination