

Public Personnel Management

PSPA 509

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Class Schedule-Saturdays, 9-3

Purpose of This Course

PSPA 509 is the core personnel course for the MPA degree. Its purpose is to provide a broad perspective of public personnel management. Such topics as recruitment and selection, job analysis and classification, compensation and benefits, performance management and collective bargaining will be examined. Case studies and simulations will be used to provide students an opportunity to address workplace issues. Because of the breadth of the subject matter, this course is not designed to train personnel specialists, but will provide an understanding of the basic elements of public personnel management.

Class Format

The method of instruction will be informal lectures and class discussion. Lectures will emphasize the subject description and application and provide analysis of major personnel functions. Discussion of case studies will provide the opportunity to apply personnel considerations to workplace situations. Recorders are not allowed.

Required Texts

Llyd and Felix Nigro, The New Public Personnel Administration

Roger Fisher and William Ury, Getting to Yes

T, Zane Reeves, Cases in Public Human Resource Management

Mike Veeck, Fun is Good

Throughout the semester, supplementary handouts will be provided. Students are responsible for these materials.

Grading Policy

Final course grades will be determined as follows:

2 Case Study Reports (@100 points each)	200 points
Class Attendance and Participation	100 points
Mid Term Examination	300 points
Final Examination	400 points

Written Assignments

Case Study reports will be done in memo format. The cases will be handed out to students at least one week prior to their due date. These cases will provide an opportunity for the student to apply subject area knowledge to a workplace situation. Reports will be evaluated on the quantity of the analysis and written presentation. A grade deduction will be made for late reports.

Class Participation

Class attendance and participation will be valued at 10% of the final grade. The quantity of participation will not supersede the quality of participation.. Also, it is expected that students not talk to their neighbors during lectures.

Schedule of Topics

Class 1 Introduction to course. The work experience. The arena of public personnel management. Personnel systems theory. (Nigro Ch, 1-3)

Job Design and Analysis (Veeck-All)

Class 2 Recruitment, Selection, EEO and Affirmative Action (Nigro, Ch. 4, Reeves-1,7,12)

Class 3 Compensation and Benefits (Nigro, Ch. 6 Reeves-5)

Class 4 Performance Management (Nigro, Ch.5 Reeves-19, 25)
Workplace Issues (Nigro, Ch. 8,11)
Case Study 1 Due

Class 5 **Mid Term Exam**
Legal and Constitutional Issues (Nigro, Ch. 9,10 Reeves-13,15,23,26)

Class 6 Collective Bargaining (Fisher and Ury-All
Case Study 2 Due Nigro, Ch.7)

Class 7 Collective Bargaining Exercise

Class 8 The Changing Workplace (Nigro, Ch. 12)
Human Resources &the Quality of Worklife

Final Exam

