

Human Resources Administration

Professor Norma M. Riccucci

Course Number: 26:834:523

Course Credits (3)

Spring 2003

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Course Description and Objective

This course addresses public personnel administration from multiple perspectives, including theoretical, legal, political, policy and practical. The objective is to provide students with an understanding of human resource planning, staffing, development, and compensation. Further, behavioral and environmental determinants are examined, including production technology, market factors, service delivery, and government regulations.

Required Text

Shafritz, Jay M., et. al. *Personnel Management in Government*. New York: Marcel Dekker, 2001, 5th edition.

Riccucci, Norma M. *Managing Diversity in Public Sector Workforces*. Boulder, CO: Westview Press, 2002.

Course Requirements:

Class Participation (including exercises and cases)	20%
Midterm Examination October 21	25%
Paper	30%
Oral Presentation December 2	10%

- 1. Student participation will be judged according to involvement in classroom discussions and exercises and cases.**
- 2. Students are required to write and orally present a paper addressing a public personnel/human resources management issue. The topic is the student's choice, but make sure it is a public personnel administration issue/topic. Additional information will be provided in class.**
- 3. The midterm examination will cover materials from the first half of the semester. The final examination will cover materials from the second half of the semester.**

Topics and Readings:

September 9	Introduction & Orientation
September 16	The Contemporary Field of Public Personnel Administration/Human Resources Management --Role of personnel management --Civil service or "merit" systems <u>Readings:</u> Shafritz, Chapters 1, 2
September 23	Processes of Public Personnel and Human Resources Management --Human Resources Planning --Classification and Compensation --Recruitment and Selection

September 30 Equal Employment Opportunity and Affirmative Action

--Normative Concerns --Constitution and Statutory Law --Case Law

Readings: Shafritz, Chapter 10

October 7 Managing Diversity in the Workplace

--Normative Concerns --Patterns and Practices

Readings: Shafritz, Chapter 11 Riccucci, Chapters 1, 2, 3

October 14 Managing Diversity (cont.)

Readings: Riccucci, Chapters 4-8

October 21 Midterm Examination

Readings: Shafritz, Chapters 4, 5, 6

October 28 Performance Appraisal

--Tools and Techniques --Pay-for-Performance Link --Intractable Problems?

Readings: Shafritz, Chapter 7

November 4	<p>Current Topics in Public Personnel</p> <p>--Drug Testing --NPR --Productivity Improvement --Privatization</p> <p><u>Readings:</u> Shafritz, Chapters 9, 13</p>
November 11	<p>Labor Relations in the U.S.</p> <p>--History and development --Growth of unionism --Public sector movement --Unionism and the merit system --Grievances, Impasses & Strikes</p> <p><u>Readings:</u> Shafritz, Chapter 12</p>
November 18	<p>Collective Bargaining Simulation</p> <p>Bargaining exercise (will be provided)</p>
November 25	<p>Collective Bargaining Simulation (cont.)</p>
December 2	<p>Paper Presentations</p>
December 9	<p>Final Examination</p>