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### PSC 522.01: Public Personnel Administration

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## PSC 522 - PUBLIC PERSONNEL ADMINISTRATION

Professor Tompkins  
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### COURSE DESCRIPTION

This course introduces students to the field of public personnel administration. It focuses on the substantive knowledge and work-related skills required by both personnel officers and those who manage personnel on a daily basis.

### COURSE OBJECTIVES

1. To acquire substantive knowledge of each major area of personnel management.
2. To develop problem-solving skills relevant to situations faced by managers and personnel officers.
3. To develop technical skills relevant to the effective administration of personnel systems and the effective management of human resources.

### REQUIRED TEXTS

Donald Klingner and John Nalbandian, Public Personnel Management (New York: Prentice-Hall, 1993)

David Jamieson and Julie O'Mara, Managing Workforce 2000: Gaining the Diversity Advantage (San Francisco: Jossey-Bass, 1991).

### COURSE REQUIREMENTS

Students are required to read all assigned readings, be prepared to discuss them in class, take three exams, and write and analyze one case study. Each exam is worth 100 points and the case study is worth 25 points.

### CASE STUDY ASSIGNMENT

Write a 2-3 page (double-spaced) case study that presents a personnel-related dilemma of the kind often confronted in the work place, and then write a 2-3 page analysis of the the issues raised in the case and how key participants might handle the dilemma (or could have handled it differently than they did). Ideally, your case would be based on actual experience but since these cases will be used in the classroom in the future, disguise your case histories so that no one's privacy is violated. Examples will be provided in class.

## READING ASSIGNMENTS

- Sept 7      An Introduction to the Human Resource Function  
Read K & N, Chapters 1 & 2, and J & O, Chapters 1, 2, 3, and 16.
- Sept 14     The Concept of Merit and Merit Systems  
Review K & N, Chapter 1.
- Sept 21     Job Analysis, Job Evaluation, and Comparable Worth  
Read K & N, Chapter 4, and J & O, Chapter 4.
- Sept 28     Job Analysis, Job Evaluation, and Comparable Worth (continued)
- Oct 5        **\*\*In-Class Exam\*\***
- Oct 12      Equal Employment Opportunity and Affirmative Action  
Read K & N, Chapter 6, and J & O, Chapter 9.
- Oct 19      Equal Employment Opportunity and Affirmative Action (continued)
- Oct 26      Employee Selection  
Read K & N, Chapter 7.
- Nov 2        **\*\*In-Class Exam\*\***
- Nov 9        Employee Training and Development  
Read K & N, Chapter 9, and J & O, Chapters 5 & 8.
- Nov 16      Performance Appraisal and Performance Management  
Read K & N, Chapter 10, and J & O, Chapter 10.
- Nov 23      **\*\*Thanksgiving Holiday\*\***
- Nov 30      Organizational Justice  
Read K & N, Chapter 12.

Dec 7

Flexibility in Personnel Policies and Benefits

Read J & O, Chapters 6, 14, and 15.

Dec 14

**\*\*In-Class Exam\*\***