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Spring 2-1-1995

### PSC 460.01: Public Personnel Administration

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Political Science 460  
PUBLIC PERSONNEL ADMINISTRATION

Professor Tompkins  
Phone: 243-2721

Office: LA 352  
Hours: Anytime I'm not in class

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

Jonathan Tompkins, Human Resource Management in Government (HarperCollins, 1995).

COURSE REQUIREMENTS

Students are required to read all assigned readings, be prepared to discuss them in class, and take three exams. Each exam is worth 100 points.

A = 270 points  
B = 240 points  
C = 210 points  
D = 180 points

READING ASSIGNMENTS

Jan 17-19	<u>An Introduction to the Human Resource Function and Its Environment</u> Read Chapters 1 and 2.
Jan 24-26	<u>Civil Service Systems and Civil Service Reforms</u> Read Chapters 3 and 4.

Jan 31-Feb 2	<u>Job Analysis</u> Read Chapter 5.
Feb 7-9	<u>Job Evaluation and Pay Systems</u> Read Chapter 6.
Feb 14-16	<b>**Exam Thursday Feb. 16**</b>  <b>**Feb 16 is last day to drop course**</b>
Feb 21-23	<u>Nondiscrimination Approach to Equal Employment Opportunity</u> Read Chapter 7.
Feb 28-March 2	<u>Affirmative Action Approach to Equal Employment Opportunity</u> Read Chapter 8.
March 7-9	<u>Employee Recruitment and Selection</u> Read Chapter 9.
March 14-16	SPRING VACATION
March 21-23	<u>Human Resource Training and Development</u> Read Chapter 10.
March 28-30	<b>**Exam on Thursday, March 30**</b>
April 4-6	<u>Performance Appraisal and Counseling</u> Read Chapter 11.
April 11-13	<u>Employee Motivation and Productivity</u> Read Chapter 12.
April 18-20	<u>Personnel Policies and Employee Relations</u> Read Chapter 13.
April 25-27	<u>Collective Bargaining and Labor Relations</u> Read Chapter 14.
May 2-4	<b>**Exam on Thursday, May 4**</b>
May 9 at 8:00 am	<b>**Exams returned and reviewed**</b>