

**CLEVELAND STATE UNIVERSITY
MAXINE GOODMAN LEVIN COLLEGE OF URBAN AFFAIRS**

PAD 630: Public Human Resources Management

Location: Lorain County Community College

Sessions: Thursdays

Term: Spring 2002

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Course Description:

This course addresses every aspect of human resource management (HRM). The course provides students with a solid foundation for understanding the various administrative processes associated with the HRM function (i.e. recruitment and selection, compensation, evaluation, training and development, collective bargaining, planning cetera). Particular emphasis is placed on the changing roles of human resource management in the public sector during the emergence of new methodologies and technology that influence how we do work and evaluate human resource outcomes. Students are encouraged to think critically about these changes as they relate to the various HRM functions.

Attendance and punctuality will be expected in all classes. If an absence is necessary, please indicate the reasons for that absence (if possible, ahead of time). Make-up work may be required. The student will be responsible not only for the assignments during his or her absence but for obtaining class notes from someone in the class.

Each class will be devoted to discussion and analysis of the specific topic indicated for that class on the syllabus. The course will be conducted primarily as an interactive graduate seminar, which requires that each student come to each class well prepared to participate in discussions. There will also be lecturing by the professor. The reading assignments will be from the required texts and other materials as assigned.

Please Note:

1. Reading assignments listed on the syllabus are to be completed before the class session for which they are assigned and each student must come to class well prepared to participate in discussions.

2. You may be asked questions about assigned reading or asked to lead discussions.

Required Text:

“Handbook of Public Personnel Administration,” edited by Jack Rabin, Thomas Vocino, W. Bartley Hildreth, and Gerald J. Miller. (Marcel Dekker, 1995).

Course Objectives:

1. To enhance the student’s understanding of human resource management by analyzing the field of public personnel administration through its philosophy, practices and techniques.
2. To examine the history and current assessment of the personnel management process that combines individuals with organizational structures in human resource management.
3. To explore the give-and-take between financial policies and human resources issues and its influence on how we do work and evaluate outcomes.

Course Evaluation:

1. Examinations: Both midterm and final examinations will be distributed to students one week in advance of the due dates and should be returned in typed format.
2. Publication Review: Each student is responsible for critiquing one of the 58 Comprehensive Publication Programs listed under “Public Administration and Public Policy.” This critique (summary) should focus on issues and policies that effect human resource management. It should not exceed ten double spaced pages.

WRITING:

This course will stress both writing to learn and writing to present material. We will write two papers. The examinations will be in an essay format. Frequently we will write in class on an assigned topic. Known as free writing, these exercises are a good way to begin learning a new subject or to start a paper. You simply scribble away for five or ten minutes as fast as possible. It is much like answering a question on an examination. This is to be an essay, not an outline. Each essay should have a title, your name and the date. Sometimes we will hand them in and sometimes we will simply keep them. After we write in class, we often will form groups of four or five and read to each other. One rule is that we all take turns reading our paragraphs before we discuss them and another rule is we give our names and the title of the essay.

3. Class Presentations: Round Table discussion on Publication Review (Literature Review):

You may work with other students who will be reading the same publication or book. Make sure, though, that the total time allocated for presenting is NO MORE THAN 10 MINUTES!!!!

4. Final Examination: Take home examination. This examination will cover materials discussed in Handbook of Public Personnel Administration by Jack Rabin, Thomas Vocino, W. Bartley Hildreth, and Gerald J. Miller.

Course Grading:

Midterm Examination	20%
Final Examination	40%
Publication Review	20%
Round Table Discussion	10%
Class Participation	10%

TOPICS AND ASSIGNMENTS

(The instructor reserves the right to adjust the syllabus to enhance learning)

- Session 1 Introduction to course. Philosophical considerations and course expectations. Review of syllabus and student introductions.
- Session 2 Historical development of Human Resource Management (HRM) and how the discipline has changed
- Readings: Chapters 1-3 (pp. 1-70) Handbook of Public Personnel Administration (Jack Rabin, Thomas Vocino, W. Bartley Hildreth, and Gerald J. Miller)
- Session 3 Public Personnel Administration and Law
- Readings: Chapters 4-6 (pp. 71-152)
- Session 4 Essay Writing: Discrimination in the Workplace, Sexual Harassment, Affirmative Action, and ADA
- Session 5 The Economy, Demographic Changes, Diversity, and HR Planning
- Readings: Chapters 8-10 (pp. 171-240)
- Session 6 Recruitment, Selection, Staffing, and Classification in HRM
- Readings: Chapters 11-13 (pp. 241-320)

Session 7	Performance Appraisals, Compensation, and Pension Fund Management
Readings:	Chapters 14-16 (pp.321-388)
Session 8	Mid-Term Conducting & Developing Performance Appraisals
Session 9	Budgeting Human Resource Requirements
Readings:	Chapter 17 (pp. 389- 430)
Session 10	Comparable Worth, Pay Equity, Race Norming, and Personnel Training & Development
	Essay Writing & Round Table Discussion
Readings:	Chapters 18-20 (pp. 431-498)
Session 11	Turnover and Promotion of Personnel
Readings:	Chapters 21-22 (pp. 499-582)
Session 12	Motivation and the Practice of Employee Discipline
Readings:	Chapters 23-24 (pp. 583-616)
Session 13	Strategic and Quality Management impact on Productivity
Readings:	Chapters 25-26 (pp. 617-660)
Session 14	High Performance Work Place & Performance Measures (Case Studies & Evaluations)
Session 15	Volunteers in the Delivery of Public Services and Professionalism
Readings:	Chapters 27-28 (pp. 661-710)
Session 16	Final Examination

