

CLEVELAND STATE UNIVERSITY
MAXINE GOODMAN LEVIN COLLEGE OF URBAN AFFAIRS
PAD630: HUMAN RESOURCES MANAGEMENT IN THE PUBLIC SECTOR
Section: 950 Location: West Center Day: Tuesday Time: 6-8:50 p.m.

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(Rev 5/26/04)

Course Description:

This course addresses public sector human resources management principles, practices, techniques and issues. The course is designed to provide students with a solid foundation and understanding of the various administrative processes associated with the public sector HRM function (e.g. recruitment, selection, compensation, career development, training, discipline, ethics in HRM and labor/management relations). Particular emphasis is placed on the challenges associated with changing the image of Public Sector HRM and responding to rapidly changing technology and behavioral dynamics.

Each class will be devoted to discussion and analysis of material indicated on the course syllabus for that class. The course will be conducted primarily as a graduate seminar requiring each student to come to class well prepared to participate in and contribute to discussions. Reading assignments will be from the required texts and other materials as assigned.

Course Objectives:

1. To enrich the student's understanding of public sector human resources management, philosophy, practice and techniques.
2. To examine the changes in public sector human resources management and their implications for governance in the future.
3. To encourage students to think critically about these changes and to apply creativity and foresight in responding to change.

Requirements:

Attendance and punctuality will be expected in all classes. In the event of an absence, notice should be given to the instructor in advance, if possible, and, if not, as soon as practicable. Make up work may be required. Students are responsible for assignments missed and for obtaining class notes from someone in the class.

A research or project paper as described on page 2 will be submitted at the beginning of Class 13.

Reading and written assignments listed on the syllabus are to be completed before the class session for which they are assigned and each student is expected to come to class well prepared to participate in discussion. Instructor will not cover reading assignments by repetition of the text material. Students will, however, be held accountable for the material through questioning from the instructor and examination.

Late assignments will, generally, not be accepted. Situations beyond the student's control that affect timely submission of assignments must be discussed with the instructor as soon as practicable. Late assignments may result in partial to total loss of credit at the instructor's discretion. Adherence to CSU standards of academic integrity will be expected.

Required Texts:

Sylvia, Ronald D. & Meyer, C. K. Public Personnel Administration (Second Edition). (Harcourt College Publishers, 2002).

Ohio Revised Code: ORC 4117, Ohio Labor Law for Public Employees.

Supplemental Readings and Hand Outs as directed.

Recommended Reading:

Lane, Larry M. and Wolf, James F. The Human Resource Crisis in the Public Sector. (New York: Quorum Books, 1990).

Rabin, J., Vocino, T., Hildreth, W., & Miller, G. (eds.). Handbook of Public Personnel Administration. (New York: Marcel Dekker, 1995).

Safritz, Riccucci, Rosenbloom, & Hyde. Personnel Management in Government: Politics & Process. (New York: Marcel Dekker, 1992).

Personnel Policies Manual & Labor Agreements for your organization.

Course Evaluation:

- Mid Term Examination 30%
- Research or Project Paper 30%
- Final Examination 30%
- Class participation and preparedness 10%

Grade Criteria:

A	94 - 100	B-	78 - 81
A-	90 - 93	C+	77 - 80
B+	86 - 89	C	74 - 77
B	82 - 85	C-	70 - 73

Research or Project Paper:

An 8-10 page graduate level research or project paper (exclusive of attachments), double spaced, 12 font, and a minimum of five references will be required. At the beginning of Class #4, a one page, typed statement identifying: 1) *Topic selected (+name of agency/organization for project papers)*, 2) *Reason for selection*, and 3) *Thesis statement* will be submitted.

- Research Papers will be titled: A Critical Analysis of (a public sector HR topic). For ideas, look at the class topics & reading assignments on page 3.
- Project Papers will be titled: A Critical Analysis of (the chosen HR function/program) at (Agency/Organization). References for project papers may include results of interviews with **appropriate** personnel.

All papers will include as a minimum: 1) An introduction, 2) a critical analysis of the strengths and weaknesses of the subject matter, and 3) thoughtful recommendations for improvement.

Class Topics and Reading Assignments:

Class #1 8/31	Introduction to course; student introductions, expectations, review of syllabus		
Class #2 9/7	The Evolution of Personnel (HR) Management	Chapters 1 & 2	55
Class #3 9/14	Equal Employment in the Public Sector	Chapter 3	38
Class #4 9/21	Women at Work/Diversity/Family Issues (Research Paper Statement due)	Chapters 4& 5	25
Class #5 9/28	Human Resource Planning	Chapter 6	14
Class #6 10/5	Recruitment	Chapter 7	24
Class #7 10/12	Classification & Compensations Systems	Chapters 8 & 9	48
Class #8 10/19	Mid Term Exam		
Class #9 10/26	Performance Appraisal Systems	Chapter 10	20
Class #10 11/2	Employee Training & Development	Chapter 11	15
Class #11 11/9	Public Sector Collective Bargaining	Chapter 12 & ORC 4117.01 - .08	31 10
Class #12 11/16	Managing in a Union Environment	Chapter 13 ORC 4117.08 - .14	15 10
Class #13 11/23	Employee Discipline & Conflict Resolution (Research Papers Due)	Chapter 14 ORC 4117.15 - .22	33 10
Class #14 11/30	Discussion of Research Papers, Catch Up & Review		
Class #15 12/7	Final Examination (Part 1)		
Class #16 12/14	Final Examination (Part 2)		