

**Cleveland State University**  
**Maxine Goodman Levin College of Urban Affairs**

**PAD 630/Section 050: Human Resources Management in the Public Sector**

**Professor Paul N. Patton**

**1<sup>st</sup> Summer Session 2004**

Meeting Time:	<b>Mondays &amp; Wednesdays 6:00-9:00 p.m.</b>
Location:	<b>Urban Affairs Bldg. Room UR-241</b>
Instructor:	<b>Paul N. Patton</b>
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Office Hours:	<b>By appointment</b>

**Course Description:**

This course addresses Human Resource Management (HRM) principles, practices, techniques and issues as they relate to public sector organizations. This course is designed to provide students with a solid foundation and understanding of the various administrative processes associated with human resources, such as recruitment, selection, compensation, training and development, collective bargaining and the like. Students will examine all legal aspects of human resource management and use this knowledge toward effective decision making.

**Course Objectives:**

1. To enhance the student's understanding of HRM, philosophy, practices and techniques and current issues.
2. To increase student's decision making capacity with HRM issues.
3. To examine the legal and constitutional environment impacting HRM.

**Required Texts:**

1. **\*\*Steven W. Hays & Richard C. Kearney, Public Personnel Administration: Problems and Prospects, 4<sup>th</sup> edition, (Englewood Cliffs, N. J.: Prentice-Hall, 1995).  
ISBN#: 0-13-041378-X**
2. Jay M. Shafritz, David H. Rosenbloom, Norma M. Riccucci, Katherine C. Neff & Albert C. Hyde, **Personnel Management in Government: Politics and Process, 5<sup>th</sup> edition,**

(Marcel Dekker, Inc., 2001). **ISBN#: 0-8247-0504-1**

3. The instructor will provide supplemental readings

### **Course Evaluation:**

1. *Examinations:* The final examination will be distributed to students in advance of the due date and should be returned in typed format.
2. Students will participate in a project involving human resource policy development. A class presentation is also required for this project.
3. *Homework:* Selected course topics will require reading summaries or case studies. Reading summaries should include an **interpretation** of the materials as well as a description of the contents. **Both should be returned in typed format.**

### **Course Grading:**

Final Examination	150 points
Class Presentation or Project	50 points
Instructor's observation of class participation, group projects, etc.	20 points
Homework	10 points each

### **Note:**

1. Students requiring special accommodation should notify the instructor immediately.
2. Academic dishonesty will result in a failing grade and/or disciplinary action in accordance with University policy.
3. Late assignments will not be accepted under any circumstances.
4. Unless otherwise specified, all assignments should be completed in typed, double spaced format.  
**Proper citation is required**

## Class Topics and Assignments

- Session 1** Introduction to course, philosophical considerations, expectations and student introductions.  
05/24/04
- Session 2** Overview of Human Resource Management (HRM). Public Sector Implications  
05/26/04  
*Readings: Hays: Chapters 1, 2 & Shafritz: Chapters 1, 2*
- 05/31/04** No Class – Memorial Day Holiday
- Session 3** Constitutional Foundation and Legal Implications  
06/02/04  
*Readings: Hays: Chapters 3, 16 & Shafritz: Chapter 3*
- Session 4** Affirmative Action and Workforce Diversity  
06/07/04  
*Readings: Hays: Chapters 15, 17 & Shafritz: Chapters 10, 11*
- Session 5** Affirmative Action and Workforce Diversity **continued**  
06/09/04  
*Readings: Hays: Chapters 18, 19*
- Session 6** Public Sector Labor Relations  
06/14/04  
*Readings: Hays: Chapter 22 & Shafritz: Chapter 12*
- Session 7** Public Sector Labor Relations **continued**  
06/16/04  
*Readings: Hays: Chapters 13, 14 & Shafritz: Chapter 13*
- Session 8** Compensation & Benefits  
06/21/04  
*Readings: Hays: Chapters 9, 10 & Shafritz: Chapter 5*
- Session 9** Recruitment & Retention  
06/23/04  
*Readings: Hays: Chapters 8, 11, 23 & Shafritz: Chapters 6, 7*
- Session 10** Contemporary HR Issues & Policy Presentations  
06/28/04  
*Readings: Hays: Chapters 24, 25*
- Session 11** Contemporary HR Issues **continued** & Policy Presentations  
06/30/04  
Final Exam Due.