

Course Syllabus: Political Science- POLS 6206-91
Public Administration: Public Personnel Administration

Dr. Robert M. Sanders, Fall 2009.

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classroom- Newnan 2106, T., 5:30, 3cr., (office hours announced in class).

Course Overview:

This course will examine the processes, policies, procedures and laws concerning public personnel. It will also cover the issues of employee protection, motivation, efficiency and responsibility.

Class objectives: Students will demonstrate that they have developed: An advanced understanding of the unique responsibility and position of the public personnel department in regard to law, service and labor relations; an elevated understanding of the workings of the public personnel department including employee motivation, testing, evaluation, termination, recruitment, and placement; and a heightened ability to research, write and communicate aspects of public human resource management.

Required Texts:

Riccucci, Norma, and Naff, Katherine, *Personnel Management in Government Politics and Process*. 6th ed. New York: Marcel Dekker, 2007.

Reeves, T. Zane, *Cases in Public Human Resource Management*. Belmont, CA: Thomson/Wadsworth, 2006.

Requirements: Term Paper: 35%

A research paper approximately 10 pages, typewritten and double spaced, will be required. The paper will first cover a case in Reeves' *Cases in Public Human Resource Management* (approximately, 1-2 pages), and the remainder of the paper will be a research and analysis essay about a personnel topic related to the case you have chosen. Papers will be graded on the basis of content, research and analysis, and must be the original work of the student for this class exclusively. They should effectively cover the topic, be in the proper research format and should be free of spelling and grammatical errors. Drafts and outlines may be submitted at any time. The project must include a case and must be submitted by the date outlined in the syllabus or it will receive no credit.

Mid-term: 25%, and Final Examination: 25%

In order to assess the student's knowledge and grasp of the subject matter from lectures and required readings, closed book tests will be administered in short answer and essay form. Tests must be taken on the dates stipulated in the syllabus.

Class Presentations: 15%

Students will present an oral report, a summary of a case in the Reeves text (it must be different than the one chosen for the paper) with some other related personnel information from an outside source. Reports must be presented on the date outlined in the syllabus.

Class Participation

The class will be in a seminar format. Students will be expected to share their knowledge and opinions of lectures, required text and journal readings and related materials. Outstanding class participation will result in one or two extra points on a student's grade point average. Students are expected to attend all classes and to be on time for class. Three absences will result in a deduction of three points; four absences, four points; five absences, six points; six absences, eight points, and seven or more absences, a 15 point deduction.

Schedule:

History and Political Developments:

- 8/18: Introduction, History of Reform; Read Riccucci, et al. Chapter 1.
- 8/25: Goals of the Reform Movement; Read Riccucci, et al. Chapter 2.
- 9/1: Politics and legal issues.

Organizational Structure, Management:

- 9/8-9/15: Labor Relations. Read Riccucci, et al. Chapter. 11.
- 9/22: Structure, Classification, Compensation; Read Riccucci, et al. Chapter 5.
- 9/29: Training. Performance Appraisal; Read Riccuccu, et al. Chapters 7, 8.
- 10/6: **Mid-term exam.**
- 10/13: Human Resource Planning; Read Riccucci, et al. Chapter 4.
- 10/20: Recruitment, Selection and Placement; Read Riccucci, et al. Chapter 6.

Legal Constraints, Productivity:

- 10/27-11/3: Constitutional Issues, Equal Employment; Read Riccucci, et al. Chapter 3.
- 11/10: Productivity.
- 11/17: Quality; Employee Assistance;
- 11/24: Equal Employment, Harassment; Read Riccucci, et al. Chapter 9.
- 12/1: **Term papers due. Class presentations due.**
- 12/8: **Final exam.**

Additional Resources: Dresang, *Public Personnel Management and Public Policy*; Ban, Riccucci, *Public Personnel Management*; Daley, *Strategic Human Resource Management*; Beatty, Schneider, *Personnel Administration: An Experimental Skill Building Approach*; Tompkins, *Human Resource Management in Government*.