

PUBLIC PERSONNEL ADMINISTRATION

Purpose of the Course

Government agencies and nonprofit organizations are labor-intensive enterprises. The quality of personnel and the use of human resources are key to the effective operation of these institutions.

The central perspective of this course is that of managers. We will discuss the resources and strategies available to those responsible for providing direction and supervision of personnel, with special attention to governments and nonprofits. The scope is comprehensive and will include applicable legal principals, best practices, and generic behavioral patterns.

For those who intend to specialize in one or more fields of employment relations, this course will serve as a foundation. It will also provide an understanding of one of the major customers of personnel management specialists, i.e., agency managers.

Course Requirements

Class meetings will assume everyone has completed the reading assignments. Class meetings will be most successful and enjoyable if everyone comes prepared. The schedule of topics and assignments is presented below.

Participation in class and in the electronic discussions will determine 10% of the course grade. The course website, on Learn@UW, includes case studies, with online discussions. Please be sure to read the case studies and participate electronically in the discussions in the week prior to in-class meetings on the case studies. These are scheduled for **Sept. 10, Sept. 24, and Nov. 5.**

There are three major, graded requirements:

(1) Exercises

Each student will complete: a) a position analysis; b) a performance evaluation design; c) a job announcement and recruitment strategy, and d) an appeals judgment. Instructions for these exercises are on the Learn@UW course website

Due dates for the exercises are:

Position analysis.....Oct. 22

Performance evaluation.....Oct. 29

Selection..... Nov. 5

Appeal.....Nov. 19

These exercises will determine 40% of the course grade.

(2) Literature review

Select and critically review a book or four articles on public personnel management. Sources cited in the assigned texts for the course provide some suggestions. The major concerns of the review should be:

a) Is the scholarship sound? Does the author(s) base conclusions on evidence? How sound is that evidence? Is the argument clear, consistent, logical, and persuasive?

b) How does the book or collection of articles relate to the readings and discussions included in this course?

The literature review should be no more than 1,000 words and is due on December 10. It constitutes 20% of the course grade.

(3) Take-home Examination

The remaining 30% of the course grade will depend on a take-home examination that will be distributed on December 10 and due December 15 (2008). Instructions and word-limits will be specified on the examination.

Schedule of Class Discussions and Reading Assignments

The bookstores have ordered the following:

Dennis L. Dresang, *Personnel Management in Government Agencies and Nonprofit Organizations*, 5th. ed.

Norma Riccucci, eds.. *Public Personnel Management*, 4th. ed.

I. Public Policy Context

Sept.3 *Introduction*

Sept. 10 *Overview*

**Case study: [Marie Nicole Thompson](#)

Dresang, Chp. 1

Riccucci, Chp. 15

Sept. 17 *Development of Merit System*

Dresang, Chp. 2 and 6

Riccucci, Chp. 1, 3, and 14

Sept. 24 *Accountability*

**Case study: [Employee Rights and Responsibilities](#)

Dresang, Chp. 3

Riccucci, Chp. 9

See [Employee Rights](#) court cases

Oct. 1 *Diversity*

Dresang, Chp. 4

Riccucci, Chp. 4, 5, and 6

See [Discrimination](#) court cases

Oct. 8 *Productivity*

Dresang, Chp. 5 and 7

Riccucci, Chp. 2 and 11

II. Analytical Tools

Oct. 15 *Position Analysis*

Dresang, Chp. 8

[Position analysis exercise due Oct. 22](#)

Oct. 22 *Performance Evaluation*

Dresang, Chp. 9

Riccucci, Chp. 12

[Performance evaluation exercise due Oct. 29](#)

III. Tasks of Public Personnel Management

Oct. 29 *Selection*

Dresang, Chp. 10

Riccucci, Chp. 10

Selection exercises due Nov. 5

Nov. 5 *Work Environment*

**Case study: [Work Environment](#)

Dresang, Chp. 12

Riccucci, Chp. 7

Nov. 12 *Employee Development and Discipline*

Dresang, Chp. 11 and 13

Riccucci, Chp. 7

Appeals exercise due Nov. 19

Nov. 19 *Compensation*

Dresang, Chp. 14

Dec. 3 *Collective Bargaining*

**Collective Bargaining Role Play

Dresang, Chp. 15

Riccucci, Chp. 8

Dec. 10 *Summary and Conclusion*

Dresang, Chp. 16