

**San José State University**  
**Public Administration/Political Science**  
**PADM 215, Public Personnel Administration, Section 01, Fall 2018**

**Course and Contact Information**

Instructor:	Dr. Eric Ramones, Ed.D, MPA, IPMA-SCP
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Office Hours:	Thursday 5pm-6pm and by appointment
Class Days/Time:	Thursday 6pm-8:45pm
Classroom:	DMH 149A
Prerequisite:	PADM 210

**Course Description**

An overview of personnel management in a political environment and its role in maintaining a democratic society. Methods and problems of job analysis, compensation, staffing, Equal Employment Opportunity (EEO), evaluation, training and union relations.

**Course Goals**

To gain fundamental knowledge in public personnel/human resources management that can be applied to a career in public administration. Students will learn: broad knowledge of fundamentals and practices of public human resources management; the application of human resources management strategies and techniques; and the analysis of personnel issues for the purposes of decision-making.

**Course Learning Outcomes (CLO)**

Upon successful completion of this course, students will be able to:

1. Describe the function of public personnel management in a public organization
2. Analyze the function of public personnel management for public administrators
3. Identify key competencies within a job announcement or job description
4. Describe recruitment and selection processes in a public organization
5. Utilize strategic human resources thinking during organizational decision making

**Required Texts/Readings (Required)**

(A) Donald Klingner, John Nalbandian, Jared Llorens Public Personnel Management: Contexts and Strategies 6th edition (Longman, 2010)

(B) Norma Riccucci, Public Personnel Management, Current Concerns, Future Challenges 5th edition, (Pearson, 2011).

## **Technology Requirements**

Technology that allows for e-mail receipt and submission of Word, PDF, PowerPoint or equivalent program documents.

## **Course Requirements and Assignments**

Chapter Analyses: Each chapter covers a human resources topic that appears in the Riccucci text and other sources. You must come to class ready to discuss. You will be required to provide written analysis and lead a discussion identifying key points and relevant concepts. Papers should be 4-5 pages double-spaced typewritten. **CLO 1,2,5**

Examination: The text contains study questions to prepare for the exams as we go along from topic to topic. They will be directly tied to the lecture/discussion and the texts and will contain no surprises. Credit will be given for thorough analysis and synthesis on the exams. Merely listing facts demonstrates the ability to memorize and does not demonstrate knowledge of material. **CLO 3,4,5**

Term Paper: Papers should be a 10 to 12 pages double-spaced typewritten (Not including the cover page and references). Papers should contain at least 10 references from the literature of the last 5 years. The topic must be on an aspect of Public Personnel Management and be approved in advance by the instructor. Students must take care that appropriate citations are used. Direct quotations must be so indicated with quotation marks and a specific reference to the page in the source from which it was taken. Ideas from others must also be referenced although quotation marks are inappropriate. **CLO 1,2,5**

Class Participation: You will be rated on your ability to remain actively engaged in the discussion by contributing relevant themes and referencing applicable concepts from the textbooks. In addition, you will be asked to participate in team exercises, and make ad hoc presentations to the class. **CLO 2,5**

## **Expectation for Students**

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus

## **Final Examination or Evaluation**

The course term paper will serve as the culminating activity.

## Grading Information

Case Analyses	20%
Exam	25%
Participation	25%
Term Paper	30%

A+	99-100
A	92-98
A-	90-91
B+	88-89
B	82-87
B-	80-81
C	75-79
D	70-74
F	69-0

Grades will be determined by the quality of the course assignments

Late work will be penalized by at least one grade

Missed work will result in failure of the course or an incomplete

## Classroom Protocol

The class will be a combination of lecture and discussion in a seminar format. Students may be called upon to address concepts from the readings. Students should take the time and effort to read the materials when they are assigned. Opinions and alternative points of view are welcome but cannot, of themselves, substitute for knowledge of the readings. Absences are highly discouraged and will negatively impact your class participation grade. As a professional courtesy, students are required to provide notice prior to the beginning of class if possible, when an absence occurs.

## University Policies

### Make-up Policy

Serious personal illness that can be documented is the only acceptable excuse for not taking exams or presenting papers in a timely fashion. If you are ill, however, you may arrange to take an exam at a later date although you may not anticipate the same questions as your cohorts. Incompletes are discouraged because they slow your academic career. They will only be granted in exceptional circumstances.

### Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://www.sjsu.edu/advising/faq/index.htm#add> Information about late drop is available at <http://www.sjsu.edu/aars/policies/latedrops/>. Students should be aware of the current deadlines and penalties for adding and dropping classes.

### Academic Integrity

Students should know the University's Academic Integrity Policy that is available at [http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf) Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at [http://www.sa.sjsu.edu/judicial\\_affairs/index.html](http://www.sa.sjsu.edu/judicial_affairs/index.html) Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

### Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

### Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at <http://www.sjsu.edu/larc/>

### SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at <http://www.sjsu.edu/writingcenter/>

### Use of Audio/Visual Equipment

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material

# PADM 215 Public Personnel Administration, Fall 2018, Course Schedule

Course Schedule subject to change with advanced notice

## Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	8/23	First Day of Instruction
2	8/30	<b>Overview of Public Personnel Management</b> A: Chapter 1,2 B: Chapter 1
3	9/6	<b>Strategic Thinking</b> A: Chapter 3 B: Chapter 10
4	9/13	<b>Planning, Budgeting, Performance Management and Program Evaluation</b> A: Chapter 4 <u>TERM PAPER TOPICS DUE</u>
5	9/20	<b>Defining and Organizing Work</b> A: Chapter 5
6	9/27	<b>Rewarding Work: Pay and Benefits</b> A: Chapter 6 B: Chapter 13
7	10/4	<b>Social Equity and Diversity Management</b> A: Chapter 7 B: Chapter 3,5,6 <u>CASE ANALYSIS #1 DUE(Choose Riccucci Chapter 5 or 6)</u>
8	10/11	<b>Recruitment, Selection, and Promotion</b> A: Chapter 8 B: Chapter 11
9	10/18	<u>MIDTERM EXAMINATION</u>
10	10/25	<b>Leadership</b> A: Chapter 9 B: Chapter 12
11	11/1	<b>Training, Education, and Staff Development</b> A: Chapter 10 B: Chapter 17
12	11/8	<b>Performance Evaluation</b> A: Chapter 11 B: Chapter 14
13	11/15	<b>Safety and Health</b> A: Chapter 12 B: Chapter 7 <u>CASE ANALYSIS #2 DUE (Choose Riccucci Chapter 7 or 14)</u>
14	11/22	HOLIDAY – NO CLASS
15	11/29	<b>Organizational Justice/Collective Bargaining</b> A: Chapter 13 and 14 B: Chapter 8
16	12/6	Review of Public Personnel Administration
17	12/13	<u>TERM PAPER DUE</u>