

# Public Administration 215

## *Public Personnel Administration*

**SAN JOSE STATE UNIVERSITY – FALL SEMESTER 2016**

**INSTRUCTOR:** Eric Ramones, MPA, IPMA-SCP

**CLASS LOCATION:** BBC 326

**CLASS SCHEDULE:** Thursdays 6:00 pm – 8:45 pm

**OFFICE:** Clark Hall 4<sup>th</sup> Floor

**OFFICE HOURS:** Thursdays 5pm to 6pm or by appointment

**OFFICE PHONE:** (408) 848-4753

**E-MAIL:** ejramones@gmail.com

### **Course Objective**

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.

### **Learning Outcomes**

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

- Describe the organizational function of public personnel management in a political environment
- Explain the role and function of public personnel administrators
- Identify key competencies within a job announcement or job description
- Describe recruitment and selection processes in a public sector organization
- Apply personnel management skills in the supervision of staff
- Utilize strategic human resources thinking during organizational decision making

### **Course Format**

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 overall grade. You MUST provide notice prior to the beginning of class if you plan to be absent.

### **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/>

### **Grading Component and Grade Values**

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

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

**CASE ANALYSES:** We will discuss a number of case studies that appear in the book and other sources. You must come to class ready to discuss all the cases. 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.

**EXAM:** 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.

**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 and to participate in team exercises, and make ad hoc presentations to the class.

**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.

See: [http://sa.sjsu.edu/student\\_conduct](http://sa.sjsu.edu/student_conduct) Failure to cite your sources constitutes academic misconduct that carries with it serious sanctions. Acceptable citation formats for this class include:

- American Political Science Association
- American Psychological Association
- Modern Language Association

Examples of the above can be found at

[http://www.sjlibrary.org/services/literacy/info\\_comp/citing.htm](http://www.sjlibrary.org/services/literacy/info_comp/citing.htm)

Paper sources must be from books and articles preferably from the literature of the social sciences. Articles are preferable to books for two reasons. 1) The information is more up-to-date and usually more scholarly. 2) Using articles will make your paper writing much easier. If necessary we will spend an entire class session on how to research and write a paper. Internet articles must come from academic journals or professional organizations

### **Make-up Policy**

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### **USE OF AUDIO/VIDEO 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

### **TEXTBOOKS:**

(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).

**CLASS SCHEDULE (Subject to Change with Advanced Notice):**

**August 25 – Introduction**

**September 1 – Overview of Public Personnel Management** A: Chapter 1,2 B: Chapter 1

**September 8 – Strategic Thinking** A: Chapter 3 B: Chapter 10

**September 15 – Planning, Budgeting, Performance Management and Program Evaluation** A: Chapter 4 **TERM PAPER TOPICS DUE**

**September 22 – Defining and Organizing Work** A: Chapter 5

**September 29 – Rewarding Work: Pay and Benefits** A: Chapter 6 B: Chapter 13

**October 6 – Social Equity and Diversity Management** A: Chapter 7 B: Chapter 3,5,6  
CASE ANALYSIS #1 DUE(Choose Riccucci Chapter 5 or 6)

**October 13 – Recruitment, Selection, and Promotion** A: Chapter 8 B: Chapter 11

**October 20 – MIDTERM EXAMINATION**

**October 27 – Leadership** A: Chapter 9 B: Chapter12

**November 3 – Training, Education, and Staff Development** A: Chapter 10 B: Chapter 17

**November 10 – Performance Evaluation** A: Chapter 11 B: Chapter 14

**November 17 – Safety and Health** A: Chapter 12 B: Chapter 7  
CASE ANALYSIS #2 DUE (Choose Riccucci Chapter 7 or 14)

**November 24 – HOLIDAY – NO CLASS**

**December 1 – Organizational Justice/Collective Bargaining** A: Chapter 13 and 14 B: Chapter 8

**December 8 – TERM PAPER DUE**

