

San José State University
COSS/POLS/MPA Program
PADM 214, Public Management,
Fall, 2016
Wednesdays, August 24 to December 14, 2016
3 units

Course and Contact Information

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Office Hours:	Mondays, Tuesdays and Wednesdays, 4:30-5:30 pm
Class Days/Time:	Wednesday, 6-8:45 pm
Classroom:	Clark 306

NOTE: T

- *In-class projects* allow students to practice the skills of critical thinking and project management

Throughout the course we will use practical situations to evaluate the connection between theory and practice.

Course Goals and Student Learning Objectives

GOAL: To educate public administration and non-

The Team Report will be evaluated using the following criteria:

Criteria	Points
a) The professionalism with which the report is presented: clarity, appearance, grammar, spelling, appropriate word choice, “voice”; citations are correct.	2
b) The comprehensiveness and care with which the summary describes the main points of the project.	2
c) The appropriate application of concepts from <i>readings to the project management strategy</i> .	2

The paper will have the following topic headings typically found in staff reports used as dividing points within the paper:

- **Recommendation:** what action should the local government take? (This is a *brief statement* of **1 sentence**)
- **Background:** description of issue, problem or program (**typically 2-3 pages**)

Topics Report PADM 214

Because the text focuses on federal public administration, the research papers will have a **local government focus**. Resources include academic journal articles, cr

city? How is the water treated, where and by whom? How is water quality tested? What standards govern which pollutants and the level of pollutants that can be present in drinking water delivered to homes? What pollutants are allowed? Who monitors the levels to keep them within limits? What can be done to educate and reassure the public about the quality of the drinking water delivered within the City of San Jose?

Public Safety Issues

5. The VTA is trying to improve traffic flow in the county. There have been proposals for bus rapid transit routes. One is underway in East San Jose and is having problems with implementation. One is proposed for El Camino Real through Palo Alto and Mountain View. The Mountain View City Council is asking for a report on the pros and cons of a bus rapid transit route on El Camino Real and a recommendation on whether it should be built, and whether the route should be curbside or mid-street, considering traffic impacts and pedestrian safety. What lessons have been learned from the San Jose construction effort?
6. Los Gatos is concerned about panhandlers in the downtown core on weekend evenings. What steps can the town take to discourage panhandlers? Are there any existing ordinances that they could use? What do other cities in the county do to prevent panhandling outside stores and restaurants? You have been assigned to research this issue and write a report to City Council about public safety implementation. They are not interested in a report on social justice issues or homelessness, just how to stop the disruption of their businesses.
7. The City of San Jose has been coping with a homeless problem for many years. Regardless of the development of many shelters and programs there are those who do not wish to live in the existing facilities. Instead they continue to live outdoors in parks, river banks and other inappropriate places. After having The Jungle develop into a national disgrace and a pollution/public health problem the city has considered opening a “tent city” facility that would allow outdoor living but provide sanitation and trash collection. The mayor is opposed to a tent city but other council members see it as a short term solution until the motel program for creating SROs can be implemented. The City of San Jose City Council has hired you to evaluate the cost and benefits of establishing an outdoor living space for homeless people who refuse existing shelter offerings. What other cities use tent cities? How are other Bay Area cities coping with people living in tents and other outdoor shelters? What problems does this outdoor living create? What non-profits would partner with the city to run the program? What would it cost the city to run the program? If social services are a county responsibility why would the city spend its funds for homeless issues?
8. AB 109 has been in place for 3 years. The Santa Clara County Jail appears to be becoming more violent, and the Jail Review Commission has criticized the Sheriff’s Department’s handling of the new jail environment, where inmates have

been killed by jailers and fights among prisoners have broken out. The Board of Supervisors wants to know how many prisoners have been diverted to County Jail and whether the funding from the state is covering all the costs of facilities and services. Have the reports from the Community Corrections Partnership for the county provided adequate information on the development of AB 109 programs? What alternative programs have been used instead of jail time? What is the benefit of these diversion programs? Have the diversion programs been successful in keeping people out of jail and saving money? You have been

Make-up Policy

Serious personal or dependent family illness that can be documented is the only acceptable excuse for not turning in work on time. If you are ill, you will be given a reasonable extension for submission of missing work. **There are no make-ups for missed presentations or in-class case work.** Incompletes are discouraged.

Participation:

Students may be called upon by name to address concepts from the readings. Students should take the time and effort to read the materials when they are assigned, and be prepared to actively participate in discussion of the topics, using both citat

private, study purposes only. The recordings are the **intellectual property of the instructor**; you have not been given any rights to rep

instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues

PADM 214 / Public Management, Fall 2016 Course Schedule

This schedule is subject to change with fair notice through the class e-mail account.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Aug 24	Welcome! Self-introductions, syllabus review, executive summary review, staff report format review, project management guide review. Final project topics selected. Project management teams formed and topic selected/assigned. Reading: syllabus.
2	Aug 31	The Context of Public Management: Government Structure and Organization Reading: Emerson Chapt. 1 & 2 Thought questions: What are some constitutional limitations on government management in the US? How do these features constrain public managers? What are some unique features of California local government? How do these features constrain public managers?

Week	Date	Topics, Readings, Assignments, Deadlines
6	Sept 28	<p>Tools for Public Managers: Research resources</p> <p>Library Orientation – Paul Kauppila</p> <p>*****</p> <p>Project Management Initiation Process</p> <p>Reading: The entire project management guide in this syllabus, p. 25-32; handouts.</p> <p>Following the orientation we will go to the group stu</p>

Week	Date	Topics, Readings, Assignments, Deadlines
		<p>the project, including personnel, costs, time, and risk. Documents for class presentation and submission to the instructor include budget, risk analysis, time line/critical path, staffing, and phased work plan. Show at least 3 alternatives for managing the activity – the fastest, the cheapest and most effective - and why you chose this one (effectiveness/work disruption, time, cost?)</p>
10	Oct 26	<p>Team Project presentations: 1. Moving the planning department -0.2 (/).8:</p>

will help you to remember the right order is that “Then” is related to “Time” a

[Executive Summary Guide]

Joe Student

Author. (date). *Title*. City, State: Publisher.

This author

COUNCIL AGENDA:00-00-00

ITEM: xx

TO: HONORABLE MAYOR AND

Public outreach

Was the public involved in the original decision? If so, how? If not, who made the decision and how was the public informed? Was there a Council presentation or discussion? Was there a vote taken in public? If so, was the voting body split or unanimous? Much of the voting information will be in the official minutes of the public meeting, usually available at the City Clerk or Clerk of the Board's web page.

How should the public be involved and informed this time? (1 page)

Conclusion

Summation of analysis in support of recommendation regarding the city/county's future policy/program: enlarge, stay the same, down size, eliminate/stop? DO NOT INTRODUCE NEW INFORMATION. (1 paragraph)

Team Project Guide

various streams of work that have to be done in concert by different groups. Alternatively a timeline can be constructed using Excel, paper and pen, or any method that adequately collects the needed data.

Because there are multiple agencies involved in many projects, it is important to

PROJECT CHECKLIST

Initiation Process

- Identify Driver(s)
 - Contract
 - Specific wording concerning project.
 - Grant
 - What was stated in the grant/application?
 - Code/Legislative Requirement
 - What does the code/legislation state and require?
 - Political
 - For what specific purpose?
 - Internal
 - What is motivating this change?
- Identify Stakeholders
 - Establish Stakeholder's List
 - Name
 - Organization
 - Contact Information
 - Position
- Identify Funding Streams
 - Discretionary
 - General Fund - Budgeted for project
 - Grant Funding
- Identify Scope of Project
 - Who will be the lead agency?
 - Who are the participants?
 - General Services
 - IT
 - Telephone company
 - Planning Department
 - All city departments
 - Moving company
 - Equipment vendor
 - Call center
 - Residents/bu.2 (d) -0. TJET Q 0.24 0 1 Tj 24 0 0 0.24 235.2523 25812cm BT 50 0 0 C

Suggested Meeting Agenda Topics – Moving/ VOIP Project

Meeting 1

Goal and Objectives – Develop

Location – Identify options for phasing, overlap; hot site/cold site

Logistics/Support – Identify issues specific to this project

Meeting 2

Location – Report on the options, then select best option

Manager – Discuss evaluation tools for goal and objectives

Logistics/Support – Identify resources

Meeting 3

Location – Confirm date, time and point of contact for move/installation

Executing Process – Project

- Issue Project Documentation (as required)
- Begin Project
 - Document time project begins
 - Follow timeline, resource use
- Terminate Project
 - Document time project ends

Closing Process – Project

- Project Director Reviews Documentation
 - Participant Feedback Forms
 - Evaluator Observation Forms
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