

# Public Administration 215

## *Public Personnel Administration*

SAN JOSE STATE UNIVERSITY – FALL SEMESTER 2016

INSTRUCTOR: E

## Make-up Policy

Serious personal illness that can be documented is the only acceptable excuse for not taking exams or

well trained to assist a

**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 inah4007m(t) (u)Tj -0.009 Tuom w.

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 Ricucci 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: Chapter 12

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 Ricucci 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

