

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

Course and Contact Information

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| Instructor: | Dr. Eric Ramones, Ed.D, MPA, IPMA-SCP |
| Office Location: | Clark Hall, 406J |
| Telephone: | (408) 848-4753 |
| Email: | eric.ramones@sjsu.edu |
| 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 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 analy

Grading Information

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

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| 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 (w)44(10-T)T(w)CJD 4885Tj 0.29 0

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