

SYLLABUS

COURSE: PAD 231 PUBLIC PERSONNEL ADMINISTRATION

INTRODUCTION:

Public Personnel Administration is concerned with staffing the public service, evaluating its performance and making personnel decisions. However, public personnel decisions, unlike private businesses, are often subject to public scrutiny. Some of those decisions continually generate heated debate. The debate which ranges from hiring to retirement policies regarding public servants constitutes the core issues in this course.

A sound understanding of public personnel policies and practices is important for any citizen who cares about the values of efficiency, equity, representative and democracy.

FORMAT: Class will be lecture and discussion. It is to your advantage to attend class regularly, since examinations are based largely on class material which is also covered in the CNJ text. Participation is strongly encouraged, not only to keep class more interesting, but because learning is more effective if you are involved. Keeping current with the reading not only facilitates participation, but also reduces panic at exam time.

GRADES: There will be three tests covering in-class material, and the CNJ text. The tests will be long essay questions. They will include only the material covered before each test and will not be cumulative. Tests will last one (1) hour and class will resume when everyone is finished.

Additionally, students will be required to write a short term paper (5 - 8 pages) using material from the CNJ text and other personnel administration material as frames of reference.

NB. Occasionally materials from other sources considered relevant to present topics will be distributed and discussed.

TENTATIVE SPRING SCHEDULE

WEEK	TOPIC	ASSIGNED READING
		Text: CNJ
1	Brief History: Evolution of the Personnel System	Chp. 2
2	Wk 1 topic control	Chp. 2
3	Political and Social environment	Chp. 1
4	Tools of Public Personnel Admin.	Chp 4
5	Types of Personnel System	Chp. 3
6 & 7	Review of wks. 1-5 topics	
8	Human Beings of Personnel Admin.	Chp. 5
9	Keeping Employees Productive Public Employees: Rights and Duties	Chp. 6
10	Public Personnel Admin. And Democracy	Chp. 8
11	Public Personnel Admin. And Democracy, contd.	Chp. 7
12	Labor Management Relations	Chp. 7
13	Week 12 topic, contd.	Chp. 7
14	The Challenge of Public Personnel	Chp. 9
15	Week 14 topic, contd.	Chp. 9
16	REVIEW TERM PAPERS DUE () FINAL EXAMS	
17	End of Semester	

COURSE READINGS:

REQUIRED TEXT:

Cayer, N. Joseph. (CNJ) 1996 Public Personnel Administration in the United States. 3rd Ed. (New York: St. Martin's Press, Inc.)