NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY

PBS 105- PERSONNEL MANAGEMENT IN THE PUBLIC SECTOR (3 CR.)

COURSE DESCRIPTION

Studies modern public service, including personnel in government; personnel management, benefits and wages, staffing, and growth and development. Also examines issues of public personnel management, motivation, productivity, labor management relations, equal opportunity through affirmative action, and professionalism.

Lecture 3 hours per week.

GENERAL COURSE PURPOSE

PBS 105 introduces the functions of public sector human resources management and provides an in-depth analysis of a major administrative process.

ENTRY LEVEL COMPETENCIES

No prerequisites or co-requisites. Students should be able to read and comprehend college level instructional materials.

COURSE OBJECTIVES

Upon completion of this course, the student should be able to:

A. Develop an understanding of the dynamic environment of public sector personnel
B. Understand the importance of and techniques for strategic management and planning or human resources
C. Understand the legal, political, and social issues of workforce diversity and equal employment opportunity
D. Develop an understanding and skills of the techniques for job analysis, recruitment and selection process, performance appraisal compensation and benefits, training and development, and collective bargaining in the public sector
E. Develop an understanding of the emerging issues and challenges of public sector personnel management

MAJOR TOPICS TO BE INCLUDED

I. History of Public Personnel Management
   A. Civil Service Reform
   B. Institutional Effects of Reform
   C. Politics of Public Personnel

II. Position Management
   A. Human Resources Planning
   B. Position Classification and Pay
   C. Recruitment, Selection, and Placement
III. Legal Environment of Public Personnel Management
   A. Equal Employment Opportunity
   B. Constitutional Issues
      1. Individual rights vs. public service
      2. Political Neutrality
      3. Freedom of association
      4. Equal protection

IV. Public Sector Labor Relations
   A. Development and Scope of Labor Relations
   B. Process, Participants, Tactics, and Politics of Labor Relation
      1. Employee rights
      2. Unit determination
      3. Scope of bargaining
      4. Unfair labor practices
      5. Grievances and strikes

V. Productivity
   A. Managing Productivity
      1. Comparisons with private sector
      2. Measuring productivity
      3. Productivity bargaining
   B. Improving Productivity
      1. Measurement techniques
      2. Impact of participative management
      3. Quality of work life

VI. Human Resources Development
   A. Training and Development
      1. Training and personnel relationships
      2. Training methods
      3. Career development
      4. Evaluating training
   B. Performance Appraisal
      1. Issues of performance appraisal
      2. Approaches to performance appraisal
      3. Legal issues of performance appraisal
      4. Assessment centers.