

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.