Maxine Goodman Levin college of Urban Affairs

Cleveland State University

PAD 630 Public Human Resource Management

Summer I, 2009

Monday, Wednesdays, 6 – 8:50PM

Madeline A. Cain, Instructor
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Office Hours: Available on campus Monday/Wednesdays, 4-6PM; (please contact me at 216-789-4130)

This Seminar will focus on traditional and emerging approaches to public human resource management. We will examine the evolution of the civil service system, the impact of collective bargaining and the values and principles shaping public and non-profit human resource management today including ethics, transparency and increasing demands for high performance, accountable public service.

Required Texts:


Objectives

To provide students:

A conceptual grounding in the basic themes and concepts of human resource management in the public sector

An understanding of the significant role Human Resource Management has in creating and sustaining a performance driven organization.

The opportunity to develop expertise in at least one human resource management topic
Requirements

This course is intended to be a seminar. Students are expected to participate actively in classroom discussions and exchanges. It is essential that assigned readings be completed prior to class. Grades will be determined as follows:

Student Projects/Presentations  30%
Final Exam                       60%
Class Participation              10%

The Final Exam will consist of essays and will be given as a take home exam. It will be due at 6PM on the evening of the assigned Final Exam period. Exams may be e-mailed to madelineca2@aol.com and must be received by 6PM as well.

Grading Scale:

A  93-100   B-  80-83
A-  90-92    C+  77-79
B+ 87-89    C  74-76
B  84-86    C-  70-73

The Project and Presentation:

Topics: The following are suggestions; Students may propose other topics for consideration and approval.

   Public Sector Labor Relations
   Legal Obligations of Public Human Resource Managers
   Fair Labor Standards Act (FLSA)
   The Employee Handbook
   Recruitment, Selection and Advancement: Best Practices
Depending on the size of the class, students will be divided into work groups of three to four persons. Groups will identify a topic for which they will create a Management Handbook for presentation to the class and submittal to the Instructor. No two groups can select the same topic. Presentations should last approximately 30 minutes and are intended to provide the class a management training session based on the group’s written product.

The Group Project will be assessed according to:

- Creativity of your training session and manual
- Ability to work productively in a group setting and cohesively convey material to the class
- Style relative to management level audience
- Writing style and mechanics (spelling, typographic and grammatical error-free)

Instructor’s Policies/Procedures

Attendance will be taken. Missing class will result in Class Participation grade reduction. Incompletes are reserved for emergency situations ONLY. Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216)687-2015. Accommodations need to be requested in advance and will not be granted retroactively.