



## **Human Resources Administration in the Public Sector**

**(Spring Semester, 2015) Saturdays, 10:00 AM – 12:55 PM, Eng-- 203**  
*This syllabus is subject to change.*

**Instructor:** Deborah E. Collins, M.A., J.D.

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### **Course Description**

This course covers human resources administration in public and nonprofit settings including human resources planning, staffing, development, and compensation. Behavioral and environmental determinants are examined, including production technology, market factors, service delivery and government relations.

### **Course Objectives/Deliverables**

- To develop a fundamental understanding of the human capital and ethical challenges inherent in administering human services within the public and nonprofit sectors
- To communicate and interact productively with a diverse and changing workforce and citizenship
- To articulate and apply a public service perspective

### **Required Text/Materials**

Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach

Joan E. Pynes (4th Edition)

Selected Readings (posted in Blackboard)

### **Course Grades and Evaluation**

Class Participation	20%
Mid-term Exam	30%
Presentations	20%
Final Exam	30%
Total	100%

Both the mid-term and final examinations will be "open book"; however, no laptops, PDAs, or other electronic equipment may be used during either exam.

A = 90%; B = 80 - 89.99%; C = 70 - 79.99%; D = 60 - 69.99%; F = 0 - 59.99%;  
WITH +/- OPTION

### **Course Policies**

#### **Student Learning Outcomes:**

- To be able to lead and manage in public governance.
- To participate in and contribute to the public policy process.
- To analyze, synthesize, think critically, solve problems, and make decisions.
- To articulate and apply a public service perspective.
- To communicate and interact productively with a diverse and changing workforce and citizenship.

#### **Academic Integrity at Rutgers**

Principles of academic integrity require that every Rutgers University student:

- Properly acknowledge and cite all use of the ideas, results, or words of others
- Properly acknowledge all contributors to a given piece of work
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions

- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

***Adherence to these principles is necessary in order to insure that:***

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- All student work is fairly evaluated and no student has an inappropriate advantage over others
- The academic and ethical development of all students is fostered
- The reputation of the University for Integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

**Disability Services**

Accommodations, Auxiliary Aids, and Services enable qualified students with disabilities to receive the same information and opportunities presented to a student without disabilities. They allow students who have disabilities to learn and convey knowledge of course material in alternate formats. These aids and services make classrooms, courses, labs, and programs accessible and must not compromise the academic standards or essential requirements of the course or the program. Following list gives some examples of accommodations, auxiliary aids, and service provided in post-secondary settings:

- Scheduling classes in physically accessible locations
- Extended time on exams
- A reduced distraction testing location
- Books on Tape
- Interpreters

Students should apply at <http://disabilityservices.rutgers.edu> and provide the instructor with a copy of the Accommodation Authorization Form. Accommodations are not provided retroactively.

## **Schedule of Assignments**

### **January 24, 2015**

- Read the preface to the book
- Discuss course requirements
- Review and discuss HR Handbook Table of Contents (hand-out)

### **January 31, 2015**

- Challenges for Public and Nonprofit Organizations pp. 409 - 414
- Guest Speaker: Senator Teresa M. Ruiz, Deputy Chief of Staff, County of Essex
- Group Presentation: Exercise

### **February 7, 2015**

- Strategic Human Resources Management and Planning- pp. 37- 63
- Guest Speaker: Alan Abramowitz, MPA, Deputy County Administrator and Director of Human Resources, County of Essex
- Team Presentations: Chapter Questions 1 – 3

### **February 14, 2015**

- Managing a Diverse Workforce-pp.111 -130
- Group Presentations – Exercise 4.2, Chapter Questions 1 and 2

### **February 21, 2015**

- Training and Career Development- pp.275 – 297
- Ike Jenkins, MBA, Essex County Risk Manager
- Chapter Questions 1 – 4,
- Group presentations: Exercise 9.2

## **February 28, 2015**

- Compensation-
- Group presentations –Exercise

## **March 7, 2015**

- Benefits
- Practice Test Questions (open book)

## **March 14, 2015- March 21, 2015 (Spring Break)**

No class

## **March 21, 2015**

- Mid-term examination (open book)

## **March 28, 2015**

- Federal Employment opportunity Laws and Other Employee Protections pp. 69 - 106
- Guest Speaker: Willie Parker Esq., Chief Municipal Prosecutor, Newark

## **April 4, 2015**

- Labor Management Relations pp. 341 - 372
- Guest Speaker: Carol Perkins, President, Public Employee Supervisors Union
- Group Presentations: Exercise 11.2

## **April 11, 2014**

- Performance Management pp.303 – 334
- Group presentations: Exercise

### **April 18, 2015**

- Recruitment and Selection pp. 175 - 205
- Guest Speaker: Maurice J. Brown, Director, Essex County Office of Citizen Action
- Group Presentations: Exercise 6.1

### **April 25, 2015**

- Non-profit organizations Chapter 1: pp. 1 - 33
- Guest Speaker: Hon. Sheila Oliver, Speaker Emeritus, New Jersey State Assembly
- Exercise 1.1 "Art Museums Are Looking for Leaders"

### **May 2, 2015**

- Volunteerism p.377-402
- Guest Speaker: Cindy Malinchak, President and CEO, Environmentally Based Green Building , LLC

### **May 9, 2015**

Final Examination (open book)