

PADP 4200: Public Sector Human Resource Management

Fall 2024

Instructor: Jeeyeon Kim
Class Time: Mondays, Wednesdays, and Fridays 1:50 PM - 2:40 PM
Class Location: Baldwin Hall 202
Office: Baldwin Hall 110X
Email: Jeeyeon.Kim@uga.edu

Course Description and Objectives

Efficient and equitable human resource management is crucial in the public sector, which relies heavily on manpower. However, the sector's unique characteristics often make human resource management challenging and different from the private sector. This course attempts to lay out human resource management concepts within the public and non-profit context. Additional readings and discussions related to real-life examples of human resource management will be provided to help apply the knowledge in the future. Students will gain knowledge of basic human resource management concepts, such as job analysis, pay structure, and performance management, and a deeper understanding of the public sector compared to its private counterpart.

Course Materials

Guy, M. E., & Sowa, E. J. (2022). *Human Resource Essentials for Public Service*. Melvin & Leigh, Publishers.

Pynes, J. (2013). *Human resources management for public and nonprofit organizations: a strategic approach*. Jossey-Bass. <https://research.ebsco.com/linkprocessor/plink?id=1cc299b2-80c1-34e6-986c-61cb7fc2a4b4>

Additional readings will be posted on eLC.

Course Components and Grading

The final grade for the course is determined based on the following components, which are weighted according to the scale below.

Attendance and Participation	10%
Friday Group Activities	15%
Midterm Exam	25%
Final Exam	25%
Final Paper (due Dec 4 th at 11:59pm)	25%

The weighting may be adjusted at the instructor's discretion. The letter grades according to the numerical scores are as follows. Grades may be rounded up at the instructor's discretion.

Grade	Minimum Percentage Needed
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D	60%
F	Below 60%

Course Requirements and Expectations

Attendance and Participation (5% each, 10% in total). Attendance and participation comprise 10% of your grade. Students are allowed up to THREE absences throughout the semester. After three absences, one additional absence will result in a 1-point deduction from the attendance grade. After five absences, you will not get any points for attendance. Please note that excessive absence will result in difficulty following the course material, and your participation grade will also be affected. While it is not required, please send me a brief email regarding your absence if you cannot attend the class. This helps me check in with the students and ensure everyone is doing well throughout the semester.

Points	Attendance
5%	The student was absent 3 times or less throughout the semester.
4%	The student was absent 4 times throughout the semester.
3%	The student was absent 5 times throughout the semester.
0%	The student was absent 6 times or more throughout the semester.

Points	Participation
5%	The student voluntarily participates in all classes, providing unique perspectives.
4%	The student answers questions, and occasionally volunteers to participate in the discussions.
3%	The student has a hard time answering questions, and rarely participates in discussions.
2%	The student rarely participates.
1%	The student is absent most of the time and rarely participates.
0%	The student is absent for most classes.

Exams (25% each, 50% in total). The midterm and final exams comprise 50% of your grade (25% each). They are closed-book, closed-note, in-class exams. They will consist of multiple-choice questions, short answer questions, and open-ended questions. The exact format is to be determined. The exams will cover information from the course materials, lectures, and class

discussions. Under reasonable circumstances, make-up exams are granted if requested before the exam.

Friday Group Activities (15%). On Fridays (the dates might change according to the schedule), there will be a discussion section where the class will discuss relevant topics of each chapter. The readings will be provided in advance (posted on eLC). Students will be divided into several groups and asked to discuss the questions. After each class, students will be asked to write an exit note to show their participation in the discussion. Therefore, Friday group activities are a great opportunity to show your participation in the course. Also, the final papers will be based on the group activities. It is crucial that you attend and actively participate in these discussions to garner ideas for your final paper.

Final Paper (25%). Students will choose ONE topic from the group activities and write a paper based on the discussions. For example, you could choose one side of an argument and provide detailed reasoning based on articles and academic papers. You could also research the topic to provide more recent findings or explain new cases. The final paper should be in Word format, no more than five pages long, using 12-point Times New Roman with double spacing. It is due on ***December 4th at 11:59 p.m (submission via eLC)***. The detailed instructions will be uploaded on eLC. Late submission will result in a deduction of 5 points.

Course Policies

Syllabus Disclaimer. The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Any changes to the course will be announced to the students as soon as possible in class or via email. Students should regularly check their email to learn updates to the course.

Preferred Names and Pronouns. I intend to learn everyone's name and address everyone by their name during classes. Please let me know your preferred names and pronouns so I can address you correctly.

Instructor Accessibility. It is extremely important that you contact me first if you have any issues. I constantly check my UGA mail, which is the quickest way to reach me. I will respond within 24 hours, except on weekends. Feel free to contact me with any questions, concerns, or opinions about the course. I am happy to answer any questions to the best of my ability.

UGA Student Honor Code. "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at honesty.uga.edu. Every course syllabus should include the instructor's expectations related to academic honesty.

UGA Well-Being Resources. UGA Well-being Resources promote student success by cultivating a culture that supports a more active, healthy, and engaged student community.

Anyone needing assistance is encouraged to contact Student Care & Outreach (SCO) in the

Division of Student Affairs at 706-542-8479 or visit sco.uga.edu. Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity. UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

- Well-being Resources: well-being.uga.edu
- Student Care and Outreach: sco.uga.edu
- University Health Center: healthcenter.uga.edu
- Counseling and Psychiatric Services: caps.uga.edu or CAPS 24/7 crisis support at 706-542-2273
- Health Promotion/ Fontaine Center: healthpromotion.uga.edu
- Disability Resource Center and Testing Services drc.uga.edu

Additional information, including free digital well-being resources, can be accessed through the UGA app or by visiting <https://well-being.uga.edu>.

Accommodations for Disability. If you plan to request accommodations for a disability, please register with the Disability Resource Center (DRC). The DRC can be reached by visiting Clark Howell Hall, by calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting <http://drc.uga.edu>.

Use of AI in this Course. UGA's policy is that the use of AI for coursework is not permitted unless explicitly authorized by me (your course instructor) ahead of time.



Course Schedule

Date	Topics, Readings, Assignments
Week 1	8/14 Introduction
	8/16 Human Resource Management in Public Service <i>Related Chapters</i> Guy & Sowa, Chapter 1 Pynes, Chapter 1
Week 2	8/19 Human Resource Management in Public Service <i>Related Chapters</i> Guy & Sowa, Chapter 1 Pynes, Chapter 1
	8/21 Merit System Principles <i>Related Chapters</i> Guy & Sowa, Chapter 3 Pynes, Chapter 1
Week 3	8/23 Group Activity
	8/26 Merit System Principles <i>Related Chapters</i> Guy & Sowa, Chapter 3 Pynes, Chapter 1
Week 3	8/28 Strategic Human Resource Management <i>Related Chapters</i> Guy & Sowa, Chapter 2 Pynes, Chapter 2
	8/30 Group Activity
Week 4	9/2 Labor Day - No Class
	9/4 Strategic Human Resource Management <i>Related Chapters</i> Guy & Sowa, Chapter 2 Pynes, Chapter 2
	9/6 Group Activity
Week 5	9/9 The Legal Environment of Public HRM



		<p><i>Related Chapters</i> Guy & Sowa, Chapter 11 Pynes, Chapter 3</p>
	9/11	<p>The Legal Environment of Public HRM</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 11 Pynes, Chapter 3</p>
	9/13	<p>Group Activity</p>
Week 6	9/16	<p>Job Design and Job Analysis</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 5 Pynes, Chapter 5</p>
	9/18	<p>Job Design and Job Analysis</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 5 Pynes, Chapter 5</p>
	9/20	<p>Group Activity</p>
Week 7	9/23	<p>Recruitment and Selection</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 6 Pynes, Chapter 6</p> <p><i>Discussion Materials</i> Find a job description from one of the job postings in USAJOBS USAJOBS - The Federal Government's official employment site</p>
	9/25	<p>Recruitment and Selection</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 6 Pynes, Chapter 6</p>
	9/27	<p>Group Activity</p>
Week 8	9/30	<p>Compensation and Benefits</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 7 Pynes, Chapter 7,8</p>



		<p><i>Discussion Materials</i> Pay Information Athens-Clarke County, GA - Official Website</p>
	10/2	<p>Compensation and Benefits</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 7 Pynes, Chapter 7,8</p>
	10/4	Group Activity
Week 9	10/7	Exam Prep
	10/9	Reading Day
	10/11	Midterm Exam
Week 10	10/14	<p>Training and Development</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 8 Pynes, Chapter 9</p>
	10/16	<p>Training and Development</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 8 Pynes, Chapter 9</p>
	10/18	Group Activity
Week 11	10/21	<p>Performance Management</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 9 Pynes, Chapter 10</p> <p><i>Discussion Materials</i> Bias in Performance Reviews updated - YouTube</p>
	10/23	<p>Performance Management</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 9 Pynes, Chapter 10</p>
	10/25	Group Activity
Week 12	10/28	<p>Labor Relations</p> <p><i>Related Chapters</i></p>



		<p>Guy & Sowa, Chapter 10 Pynes, Chapter 11</p> <p><i>Discussion Materials</i> Chicago vaccine mandate: FOP vs. City Hall - YouTube</p>
	10/30	<p>Labor Relations</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 10 Pynes, Chapter 11</p>
	11/1	Fall Break - No Class
Week 13	11/4	<p>Fair and Inclusive Workplaces</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 11 Pynes, Chapter 4</p>
	11/6	<p>Fair and Inclusive Workplaces</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 11 Pynes, Chapter 4</p> <p><i>Discussion Materials</i> EEOC website: Discrimination by Type U.S. Equal Employment Opportunity Commission</p>
	11/8	Group Activity
Week 14	11/11	<p>Workplace Safety</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 12</p>
	11/13	<p>Work/Life Balance</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 13</p>
	11/15	Group Activity
Week 15	11/18	<p>HR Reforms and Innovations</p> <p><i>Related Chapters</i> Guy & Sowa, Chapter 14</p>



	11/20	Exam Prep
	11/22	Reading Day
Week 16	11/25	Thanksgiving Break - No Class
	11/27	
	11/29	
Week 17	12/2	Final Exam
	12/4	Final Paper Due