

Urban Administrative Services
Urban & Regional Studies Institute
Spring, 2007

Instructor:

Dr. Miriam Porter, 222F Morris Hall

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Office Hours: Mon. 12-2

Wed. 12-2

Fri. 12-3

and by appointment

Texts:

Required

Klinger, Donald E. and Nalbandian, John. Public Personnel Management Contexts and Strategies, 5th Edition (Prentice Hall Englewood Cliffs, New Jersey, 2003).

ICMA. Managing Local Government: Cases in Decision Making. 2nd Edition, 1998.

Municipal Management Series: Management Policies in Local Government Finance, 5th Edition (International City/County Management Association, 2004).

Course Goal:

This course is designed for you as an adult learner to provide an overview of Urban Administrative Services. The emphasis is on local government human resource management, urban finance systems and relationships within that context. The financial, economic and human resource environment for local government managers' decision making is examined.

Student Learning Outcomes: By the end of the course, you will be able to:

1. Identify and become familiar with the components of human resource management systems.
2. Examine issues involved in human resource decision making and policy.
3. Analyze trends in the field of human resource management and their impact on productivity and employee job satisfaction.
4. Explore the role of the human resource manager, organizational relationships and career options.
5. Understand the relationship between human resource needs and the allocation of financial resources.
6. Be familiar with financial issues, investments and risk management.

Instructional Methodology and Teaching Strategies:

A variety of techniques will be used throughout the course including small group discussions, student presentation, lecture, guest speakers and simulation exercises. Class attendance is required.

Required Course Assignments:

Readings & Class Participation: You are responsible for reading the text as assigned in the attached weekly schedule. For each chapter read, pick one topic to highlight and present to the class. Other readings may be assigned as issues are raised in class. You are encouraged to share with the class related articles and materials which may further clarify or expand upon course content.

Project Paper: Each student will complete a paper on a topic related to human resource management. The length of the paper should be approximately 15 pages. The paper should provide an in-depth review of the topic and show evidence of critical thought on the part of the student. Students will be required to provide an instructional presentation on their topic to the class. Topic ideas are: trends in human resource management; performance evaluations; hiring qualified personnel; terminations; labor disputes; employee incentives; compensation plans; pay equity and drug testing.. The student may choose from a multitude of other topics dealing with human resource management provided it has prior approval from the instructor.

Class Exercises/Project:

1. Each student will write a 2-3 page essay on a current personnel issue to present to the class (10 pts).
2. In teams, students will prepare for a mock interview presentation consisting of preparing a vacancy notice, job description, interview questions and conducting the interview (20 pts.)
3. As outlined in the Weekly Schedule, students are required to be prepared for group discussion on the assigned "Cases in Decision Making" and provide chapter topic highlights (25 pts.)
4. Each student will write a 2-3 page essay on a current local government finance issue to present to class (10 pts.)

Final Exam:

There will be an essay style final exam (15 pts).

Student Evaluation:

Class participation (frequency & quality) -	30%
Class exercises/projects -	40%
Research Paper & Presentation -	30%

Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations and/or contact the Disability Services Office at 507/389-2825 (v) or 1-800-627-3529 (MRS/TTY).

WEEKLY SCHEDULE

- Jan. 17 - Class Introduction; distribute and review course outline; discuss course requirements
- Jan. 24 - Read: Public Personnel Management Chapters 1 and 2
- Jan. 31 - Career Day Panel (meeting time from 11 AM – 1:30 PM)
- Feb. 7 - Read: Public Personnel Management Chapters 4 and 5
Submit and present essay on a current personnel issue
- Feb. 14 - Read: Public Personnel Management Chapters 6 and 7
Cases in Decision-Making 14; Video on Affirmative Action
Research paper topic to be submitted (one page outline describing topic, significance and research methods).
- Feb. 21 - Read: Public Personnel Management Chapters 8, 9 and 10
Cases in Decision-Making 13
Begin preparation for mock interview
- Feb. 28 - Read: Public Personnel Management Chapter 12, 13, 14
Cases in Decision-Making 15
Continue preparation for mock interview
Video – American Dream
- Mar. 7 - Read: Public Personnel Management Chapters 11
Cases in Decision-Making 16
Continue preparations for mock interviews
- Mar. 14 - No Class – Spring Break
- Mar. 21 - Conduct mock interviews
- Mar. 28 - Read: Green book – Chapters 1 and 2
Cases in Decision-Making – 18
- Apr. 4 - No formal meeting – Paper Research
- Apr. 11 - Read: Green book – Chapters 4, 10 and 12
Cases in Decision-Making – 17
Submit and present essay on local government finance
- Apr. 18 - Read: Green Book – Chapters 11, 14 and 17
Cases in Decision-Making 2
- Apr. 25 - Read: Green Book – Chapters 13 and 14
Begin research paper presentations
- May 2 - Research paper presentations
Course debriefing