

## Course Syllabus

This course was designed specifically for new Human Resource professionals, or those seeking knowledge of other HR disciplines outside of their normal work assignments. The course will cover all of the major areas within a full-functioning Human Resources operation. The information presented is intended to provide a working understanding of each of the following disciplines:

- Public Sector HR Basics
- Recruitment
- Selection
- Job Classification and Compensation
- Employee Benefits
- Labor and Employee Relations
- EEO and Diversity
- Organizational Development

The course is divided into the eight subject areas, or Modules, listed above. Each Module is self-contained, and can be used as a stand-alone session. Where appropriate, we have included cross references to material or information contained in other Modules. This reflects the inter-relatedness of each of the functional disciplines within the HR umbrella.

Materials used as part of this course include:

- *Human Resource Management, Fifteenth Edition*, by Robert L. Mathis and John H. Jackson (must be purchased separately)

At the beginning of each module, we have listed the reading assignment from the Mathis and Johnson textbook, which is the main text for this course.

This online course provides a number of benefits to participants:

- Ability to select those portions of the course that are of value to you;
- Flexibility in completing class assignments on YOUR schedule, with the freedom of location and time of day;
- Opportunity to interact with other HR professionals from around the country;
- Addresses the needs of all types of learners, and those reluctant to speak in groups are drawn more readily into the discussions.

Coursework (to include required reading, both textbook and IPMA-produced material, responding to exercises throughout the course, and successful completion of 8 exams (one at the end of each module) for all modules must be completed during the twenty (20) week session to be eligible for the HR Certificate.

## Description of Program Modules

### **Module One - Public Sector HR Basics:**

This module provides an overview of the HR function in public organizations, and includes:

- Understanding the differences between public and private sector HR operations;
- History of laws that have affected the development of the public sector HR function;
- Review of the major laws and regulations that govern HR operations;
- Roles and responsibilities of HR professionals in organizations;
- Discussion of typical organizational structures;
- Use of Information Technology to enhance HR operations;
- Strategic HR operations;
- Professional HR Organizations;
- Importance of Ethics in HR.

### **Module Two – Recruitment:**

- Role of workforce planning;
- Planning and utilizing recruitment strategies;
- Executive recruitment strategies;
- Long term recruitment strategies;
- Importance of background and reference checks;
- Negotiating with selected candidates;
- Importance of evaluating recruitment strategies.

### **Module Three – Selection:**

- Selection in the public sector;
- Merit system considerations;
- Typical selection methods;
- Test development and design;
- Test administration considerations;
- Scoring methodologies;
- Use of preference points;
- Use and management of eligible lists;
- Other qualification considerations.

### **Module Four – Job Classification and Compensation**

- Applicable laws and regulations that govern job classification activities;
- Concepts and principles of job classification;
- Job analysis techniques;
- Classification processes;
- Methods for establishing classification relationships;
- Importance of classification strategies to other HR disciplines.
- Translating classification into compensation;
- Pay for performance;
- Executive compensation;
- Importance of compensation strategies to other HR functions.

## Description of Program Modules (continued)

### **Module Five – Employee Benefits:**

- Benefits terminology;
- Types, characteristics, and funding of benefits;
- Selection and negotiation with providers;
- Budget and cost control;
- Applicable laws that govern benefit plans;
- Retirement Plans;
- Importance of benefits strategies to other HR functions.

### **Module Six – Labor and Employee Relations:**

- Applicable laws and regulations that govern labor/employee relations activities;
- Bargaining units;
- Collective bargaining models;
- Forms of collective bargaining agreements;
- Work interruptions/stoppages;
- Laws and regulations that affect collective bargaining processes;
- Discipline procedures;
- Grievance administration and arbitration;
- Labor/management relations.

### **Module Seven – EEO and Diversity:**

- Laws that govern EEO and Diversity strategies;
- Regulatory/oversight agencies;
- EEO concepts and employer's policies;
- EEO Uniform Guidelines and selection policies;
- Discrimination complaints, investigations, and resolution;
- Reasonable accommodations;
- EEO reports and monitoring;
- Importance of diversity programs to other HR functions.

### **Module Eight – Organizational Development:**

- Organizational culture and change strategies;
- Employee development;
- Performance management;
- Progressive discipline and counseling and coaching;
- Application of organizational development strategies to succession planning.