



**Introduction to Public Sector Human Resources
Local Government Academy Online Course
Fall 2015**

Introduction to Public Sector Human Resources Syllabus

Welcome to Local Government Academy's online edition of Introduction to Public Sector Human Resources. This online program will help busy individuals overcome barriers of time and distance and become familiarized with the important topic of public sector human resources.

Public Sector Human Resource Management is one of the most challenging aspects of working in local government. Whether you are an elected official, municipal manager or secretary, department head or other member of a local government team, avoiding missteps and managing your personnel is fundamental to the success of your community. Local Government Academy is excited to provide this course, and we thank Campbell Durrant Beatty Palombo & Miller for sharing their expertise in this important topic.

This comprehensive online course is designed to provide you with an understanding of essential laws, policy, and best practices related to public sector human resource management. Below you will find a course overview, course goals, and course expectations and organization. Thank you and enjoy the class!

Speakers Include:

- Richard Miller, Attorney and shareholder at Cambell, Durant, Beatty, Palumbo, & Miller
- Mike Palombo, Attorney and shareholder at Cambell, Durant, Beatty, Palumbo, & Miller
- Julie A. Aquino, Attorney and Associate at Cambell, Durant, Beatty, Palombo, & Miller
- Christopher P. Gabrielle, Attorney and Associate at Cambell, Durant, Beatty, Palombo, & Miller

Course Administrator

The course Administrator is Justin Philman, Local Government Academy Database and LMS Administrator. Contact Justin with issues related to your registration, payment or LGAOnline.org account. Justin is available via email at jphilman@localgovernmentacademy.org

Course Goals

The goal of this course is to provide learners with the proper principles, policies, and practices needed for public sector human resource management. The course will cover the following topics and learning goals:

- Laws governing the job descriptions, interview, and hiring process
- How to avoid employment discrimination
- Essential components of job descriptions
- Proper performance evaluation and discipline
- How to navigate a labor negotiation for Act 111 and 195 employees



With the skills and knowledge you gain from this course, you will have a deeper understanding of public sector HR. We hope that as a participant in this course you will also gain a valuable connection to LGA and other members of the course to continue your learning and public sector human resource management.

Expectations and Organization

You are expected to finish all course units and quizzes in order to complete the class. The course is organized into 8 sections: a brief introduction to the course, myth busting about public sector, basic public sector HR law, public sector hiring, the importance of performance evaluations, labor negotiations, a section on interactive scenarios and a final exam. Each section, except for the interactive scenario section, will have a quiz that needs to be passed in order to move on to the next section. You will have unlimited chances to pass the quiz. The quiz will test your ability to identify key concepts from each section. This is to provide a record of progress for each learner in LGAOnline. Through the quizzes, we can see how far each learner has gotten and what they are getting out of the Course. Lastly, there is a “final exam.” The final exam is provided for you to see what you have learned and for LGA to know that the learner has completed the course.

What is important to know about the quizzes and the final exam is that no conclusions are being made about you as a learner. In fact, just the opposite, we are getting information back about LGA – our effectiveness in providing training. This is an important point to make because although this is training; it’s not school! You are given a certificate in this course for completion. There are no failures given (and there are no A’s either!). As an adult learner, remember, this is your learning experience, and we want you to get the most from it.

When the course is complete, please fill out the course evaluation truthfully. Changes and updates to the class will be based on these evaluations.

Unit	Topic	Tasks
Essential Material for this Course		
	Getting Started	<i>Watch video on navigating the course.</i>
Myth Busting about Public Employment		
	Course Outline	<i>Download, read, and save the course outline.</i>
	Richard Miller presentation slides	<i>Download and save the slides for Richard Miller’s presentations</i>



Unit	Topic	Tasks
	Introduction to Human Resource Management with Rich Miller	<i>Watch Rich Miller's introduction to Human Resources Management</i>
	Check For Understanding: Introduction	<i>Work through the interactive questions regarding Miller's Introduction</i>
	Five videos on misconceptions about public sector human resources	Watch five videos on common misconceptions about public sector human resources
	Five checks for understanding on misconceptions	<i>Work through the 5 interactive questions regarding human resources misconceptions</i>
Basic Public Sector HR Law Effecting Local Government Employers		
	Laws or Legal Relationships Affecting the Employment Relationship	<i>Work through the interactive video in which Rich Miller presents on laws affecting the public sector employment relationship</i>
	Essential Employee Rights Quiz	<i>Take the quiz on laws affecting the public sector employment relationship</i>
Public Sector Hiring		
	Introduction to Job Descriptions	<i>Watch this presentation by Julie A. Aquino introducing job descriptions</i>
	What to Include in Job Descriptions	<i>Watch Julie A. Aquino's presentation on what to include in job descriptions</i>
	Americans With Disabilities Act and Job Descriptions Part I and II	<i>Watch Julie A. Aquino's presentation on the ADA as it relates to job descriptions</i>
	Americans With Disabilities Act and Job Descriptions Part II	<i>Watch Julie A. Aquino's presentation on the ADA as it relates to job descriptions</i>
	Other Laws Governing Job Descriptions	<i>Watch Julie A. Aquino's presentation on other important laws to consider while creating job descriptions</i>
	Job Description Checklist	<i>Review Julie A. Aquino's checklist for creating a job description</i>
	Recruitment and Selection Quiz	<i>Pass the recruitment and selection quiz</i>
The Importance of Performance Evaluations		
	Personnel Policies	<i>Watch Mike Palombo present on essential laws related to personnel policies</i>



Unit	Topic	Tasks
	Check for Understanding: Personnel Policy	<i>Work through the interactive questions regarding personnel policies</i>
	Introduction to Performance Evaluations	<i>Watch Christopher P. Gabrielle's introduction to performance evaluations</i>
	Check for Understanding: Performance Evaluations	<i>Work through the interactive questions regarding the introduction to performance evaluations</i>
	Initiating an Evaluation System	<i>Watch Christopher P. Gabrielle's presentation on starting an evaluation system in the public sector</i>
	Check for Understanding: Initiating the Evaluation System	<i>Work through the interactive questions regarding initiating the evaluation system</i>
	Do's and Don'ts of Evaluations	<i>Watch Christopher P. Gabrielle's presentation on the Do's and Don'ts of evaluations</i>
	Check for Understandings: Do's and Don'ts of Evaluations	<i>Work through the interactive questions regarding Do's and Don't's of evaluations</i>
	Sample Evaluation Part I and II	<i>Watch Christopher P. Gabrielle walk through a sample evaluation</i>
	Check for Understanding: Creating a Performance Evaluation	<i>Work through the interactive questions regarding the creation of evaluations</i>
	Performance Evaluation Assignment	<i>Edit an evaluation based on what you learned from this section</i>
	Performance Evaluation and Discipline Quiz	<i>Pass the performance evaluation and discipline quiz</i>
Public Sector Collective Bargaining		
	Presentation Slides for Mike Palombo	<i>Download and review the slides for public sector collective bargaining</i>
	Introduction to Act 195 in the Context of Collective Bargaining	<i>Watch Mike Palombo introduce Act 195 and its relation to collective bargaining</i>
	Check for Understanding: Intro to Act 195	<i>Work through the interactive questions regarding Act 195</i>
	Introduction to Act 111 in the Context of Collective Bargaining	<i>Watch Mike Palombo introduce Act 111 and its relation to collective bargaining</i>



Unit	Topic	Tasks
	Check for Understanding: Act 111 Bargaining	<i>Work through the interactive questions regarding Act 111</i>
	Managerial Prerogative	<i>Watch Mike Palombo's presentation on managerial prerogative in collective bargaining</i>
	Understanding Mistakes	<i>Work through the interactive questions regarding mistakes made in collective bargaining</i>
	Choosing Teams	<i>Watch Mike Palombo presentation on selecting teams for collective bargaining</i>
	Check for Understanding: Choosing a Team	<i>Work through the interactive questions regarding choosing a team</i>
	Defensible Positions	<i>Watch Mike Palombo presentation on defensible positions</i>
	Costing Out Benefits	<i>Watch Mike Palombo presentation on costing out benefits</i>
	Check for Understanding: Protecting Managerial Rights	<i>Work through the interactive questions regarding protecting managerial right</i>
	Managerial Rights	<i>Watch Mike Palombo presentation on managerial rights in collective bargaining</i>
	Health Care and Pensions	<i>Watch Mike Palombo presentation on the importance of bargaining health care and pensions correctly</i>
	Check for Understanding: Health Care and Pensions	<i>Work through the interactive questions regarding health care and pensions</i>
	Creating a Bargaining Checklist	<i>Watch Mike Palombo presentation on creating a bargaining check list</i>
	Collective Bargaining Quiz	<i>Pass the Collective Bargaining quiz</i>
Scenarios		
	Unilateral Hiring Practices	<i>Work through the scenario describing one particular issue related to municipal hiring.</i>
	Duties and Reasonable Accommodation	<i>Work through the scenario describing the hiring or an individual with special needs.</i>
	Poor Performance	<i>Work through the scenario regarding proper performance evaluations</i>



Unit	Topic	Tasks
	Bad Hiring Practices	<i>Work through the scenario regarding bad hiring practices around interview questions</i>
Final Exam		

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