COURSE SYLLABUS

AI Governance and Compliance for Federal HR Course (Self-Paced)

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-governance-and-compliance-for-federal-hr-self-paced



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Course Outline

Module 1

- The HR-specific governance stack: OPM AI guidance, EEOC Title VII, NIST AI RMF, FOIA, Privacy Act, Federal Records Act.
- What changed and what did not: post-2025 EO landscape, state laws that still reach federal contractors and shared-service tenants, and obligations that are unchanged.
- Common HR AI use cases and their risk profile (resume screening, PD drafting, chat assistants, FOIA redaction, employee relations summarization).
- Activity: Solo sort - given 8 HR AI use cases, place each on a low / medium / high-risk grid and justify.

Module 2

- What counts as a federal record when AI is in the loop (prompts, outputs, model versions, system logs).
- Privacy Act and PII boundaries: what you can and cannot paste into a GenAI tool; SORN implications.
- FOIA exposure: producibility of prompts, outputs, and tool configurations; redaction of AI-generated content.
- Retention schedules and capture: where the record lives when the tool is SaaS.
- Lab: Records mapping worksheet - trace a sample HR-AI workflow and identify every record-generating step, retention obligation, and FOIA risk point.
- Knowledge check: 3 questions.

Module 3

- What "selection tool" means under the Uniform Guidelines on Employee Selection Procedures (UGESP).
- Disparate impact basics: the 4/5ths rule, when it applies to AI-scored assessments and resume rankers.
- Validating an AI selection tool: vendor evidence to demand (model cards, bias audits, validation studies).
- Building an EEO impact assessment for an AI tool: data, method, thresholds, mitigations, sign-offs.
- Audit trail anatomy: decision record, prompt / output capture, version pinning, human-in-the-loop documentation.
- Case study: The Resume Ranker - a fictional agency pilots an AI resume ranker; participants review vendor materials, identify governance gaps, and recommend go / no-go with conditions.

Module 4

- Walkthrough of a one-page AI Governance Checklist for HR (template provided).

- Participants apply it to a real or representative tool from their own office.
- Capstone activity (solo, optional share-out for ILT): Complete the checklist for an AI use case from your office; identify the top 3 gaps and an owner for each.
- Resources, references, and where to go for help (OPM, agency CAIO, OGC, privacy / records officers).

Wrap and Q&A

Recap of the six learning objectives; pointers to OPM, EEOC, NIST, and agency resources.