COURSE SYLLABUS

Federal Human Resources Management Course (Self-Paced)

Learn about the federal human resources management (HRM) process, the unique merit system environment within which it takes place, its special terminology, and the relationships between the following HRM functions: compensation, hiring, employee engagement, performance management, and human resources relations. This course is part of the Certificates of Accomplishment in Human Resources Management.

> 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/federal-human-resources-management-online



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Course Outline

Module 1: Introduction to Federal Human Resources Principles

- Identify the merit system principles and explain why they are important.
- Define prohibited personnel practices, including the legal consequences for non-compliance and their relationship to merit system principles.
- Identify equal employment opportunity principles used when making employment decisions.
- Describe who is accountable for ensuring adherence to merit system principles and avoidance of prohibited personnel practices.
- Describe the laws, regulations, and executive orders that govern the federal HRM process.
- Recognize agency-specific HRM requirements and the impact they have on the federal HRM process.
- Describe the basic concepts behind federal human resources management.

Module 2: Compensation

- Define “equal pay for equal work” as it is used within federal HRM.
- Outline the federal classification process.
- Describe the federal pay structure.
- Discuss Title 5-exempt alternative compensation systems.
- Describe recruitment and retention incentives.
- Describe how thinking like an economist can improve the quality of hiring or retention decisions.

Module 3: Hiring

- Provide an overview of the staffing and placement process.
- Define strategies for filling vacancies.
- Describe rating and ranking procedures.

- Apply veterans' preference in the staffing process.
- Recognize the legal selection process.

Module 4: Employee Engagement

- Discuss employee engagement in the federal sector.
- Describe ways that agencies can improve employee engagement.

Module 5: Performance Management

- Relate performance management processes to hiring and retaining quality employees.
- Describe the federal performance appraisal process.
- Discuss the alternative performance management processes available.
- Identify the procedures used to address performance problems.
- Review the recognition systems used by federal agencies.

Module 6: Human Resources Relations

- Define the types of EEO-related discrimination.
- Identify the informal, formal, and negotiated EEO complaint processes and determine when each should be used.
- Recognize the responsibility and conduct standards for federal employees.
- Define the differences between performance and conduct problems.
- Discuss the options available to address conduct and disciplinary problems.
- Compare and contrast the resolution programs for federal employee disputes, including agency, ADR, and negotiated grievance processes.
- Discuss the major components of the federal labor-management relations program.