

FIP 248
FIRE SERVICE PERSONNEL ADMINISTRATION

COURSE DESCRIPTION:

Prerequisites: None

Corequisites: None

This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection. Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit, 3.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

- a. Describe the importance of Fire Service Personnel Management.
- b. Explain the difference between external and internal environmental forces that affect Fire Service Personnel.
- c. Describe the Equal Employment Opportunity process.
- d. Identify reasons for Fire Service Personnel Administration planning.
- e. Discuss how to develop an effective recruiting program.
- f. Understand and use performance evaluations.
- g. Differentiate among direct financial compensation, indirect financial compensation, and non-financial rewards.
- h. Understand how compensation is determined.
- i. Understand employee benefits and services.
- j. Describe management and organization development.
- k. Discuss discipline and the difficult employee.

OUTLINE OF INSTRUCTION:

- I. Introduction to Fire Service Personnel Administration
 - a. Diagnostic approach to Fire Personnel Management
 - b. External Environmental Influences
 - c. Internal Environmental Influences
- II. Equal Employment Opportunity
 - a. How did EEO emerge
 - b. Affirmative Action
 - c. Enforcing the Law
- III. Fire Personnel Resource Planning

- a. Strategic and Human Resource Planning
 - b. Diagnostic Approach to Fire Personnel Resource Planning
 - c. Human Resource Information System
- IV. Job Analysis and Design
- a. Steps in Job Analysis
 - b. Uses of Job Analysis
 - c. Methods of Data Collection
 - d. Job Design
- V. Recruitment
- a. Diagnostic Approach to Recruitment
 - b. Methods of Recruiting
 - c. Alternatives to Recruitment
- VI. Selection
- a. Selection criteria
 - b. Reliability and Validity of Selection Criteria
- VII. Performance Evaluation
- a. Format Evaluation
 - b. Selected Evaluation Techniques
 - c. Potential Problems in Performance Evaluations
- VIII. Compensation
- a. Compensation and Motivation
 - b. External Influences on Compensation
 - c. Organizational Influences on Compensation
 - d. The Pay-Level Decision
 - e. Pay Structures
- IX. Compensation: Methods and Policies
- a. Individual Pay Determination
 - b. Methods of Payment
 - c. Compensation Administration Issues
- X. Employee Benefits and Services
- a. Why Do Employers Offer Benefits and Services
 - b. Mandated Benefits Programs
 - c. Voluntary Benefits
 - d. Income in Retirement
- XI. Management and Organization Development
- a. Approaches for Developing Managers

- b. Organization Development
- c. Evaluation of Training and Development

- XII. Discipline and the Difficult Employee
- a. Categories of Difficult Employees
 - b. The Discipline Process
 - c. Approaches to Discipline
 - d. Administration of Discipline

REQUIRED TEXTBOOK AND MATERIALS:

Textbook to be selected by instructor.

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.