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,

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. 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