

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 in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://sdfm.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.