

**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