

**Personnel Management for the  
Fire and Emergency Service**

**BFST Approval #**

**Instructor: Robert S. Goldenberg, MPA**

**ATPC4045**

**Overview of Class:**

This course examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

**Learning Outcomes:**

1. Identify and explain contemporary personnel management issues.
2. Explain potential personnel management issues.
3. Classify the collective rules, procedures, laws, and policies that relate to personnel management issues.
4. Analyze simple/complex personnel management issues from recruitment to retirement.
5. Formulate recommendations and solutions to personnel management issues.
6. Explore organizational development and leadership styles and how they relate to personnel relationships.

This course follows the basic requirements for qualifications as a Fire Officer as set for in the NFPA Standard for Fire Officer is based on the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.

This course is applicable to BFST Fire Code Administrator & Fire Officer Series.

Required text: Human Resource Management in Public Service, 5th Edition; Publisher: SAGE; ISBN-: 978-1483340036

*Course is designed to be consistent with critical elements of the NFA & Florida BFST Syllabi.*

**When**

**February 24--27, 2019  
(0800-2000)**

45 hours

**Where**

Davie Fire Rescue  
Fire Administration  
6901 Orange Drive  
Davie, FL 33314

**Registration**

\$250.00 per student

**Class will be limited  
to the first 25 participants  
For class reservation contact**

**Angel Norris**

Fire & Life Safety Division Clerk

(954) 797-1229

anorris@davie-fl.gov

**Hosted by**

**Davie Fire Rescue**

