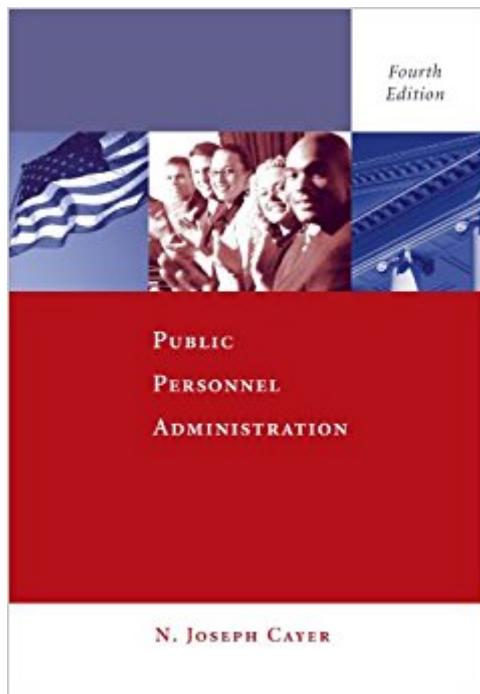


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# Public Personnel Administration



## **Synopsis**

PUBLIC PERSONNEL ADMINISTRATION provides a thorough overview of public personnel administration. Enjoyable and accessible, it is the ideal text to introduce students to the underlying organizational and management principles of public administration. The book covers all the major topics conceptually, without heavy treatment of details, keeping students excited and focused on the big picture.

## **Book Information**

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## **Customer Reviews**

"The greatest strength of the text is that it provides a good fast overview of a complex and rapidly changing body of material. To do this effectively, it must focus on basic concepts rather than details or jargon." "It is difficult to cover a complex field in a brief text, but Cayer provides a thorough overview. Also, the cases at the end of each chapter provide students with a valuable opportunity to apply the concepts to real world situations." "I think the book is well written, well organized, and covers all the topics that I would expect to be covered in such a textbook. There are other texts that go into more detail ... but I think Cayer strikes just the right balance and covers the necessary topics clearly and well." "I encourage students to read the Cayer book ... to obtain a more general understanding of a particular topic or area of study. The more casual writing style and smooth flow of the book have been very well received by students, which is why I have continued to use the book for so many years."

N. Joseph Cayer is professor of public affairs at Arizona State University. He received the Ph.D. from the University of Massachusetts, Amherst and a B.A. and MPA from the University of Colorado, Boulder. He also has taught at Lamar University, the University of Maine, Orono, and Texas Tech University. He is the author or coauthor of seven books and numerous chapters and articles on public management and policy, with an emphasis on issues of human resources management in the public sector. Books he has authored or co-authored include PUBLIC ADMINISTRATION: SOCIAL CHANGE AND ADAPTIVE MANAGEMENT; AMERICAN PUBLIC POLICY: AN INTRODUCTION; MANAGING HUMAN RESOURCES; HANDBOOK OF TRAINING AND DEVELOPMENT FOR THE PUBLIC SECTOR; and SUPERVISION FOR SUCCESS IN GOVERNMENT.

This book is well written and contains a lot of useful information. However, it is a bit outdated and a new edition would cover the many current issues in this field.

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