UAB
Universitat Autònoma de Barcelona

2021/2022

Human Resource Management in Public Administrations

Code: 101878
ECTS Credits: 6

Degree	Type	Year	Semester
2502501 Prevention and Integral Safety and Security	OT	4	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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External teachers

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Use of Languages

Principal working language: spanish (spa)

Some groups entirely in English: No

Some groups entirely in Catalan: No

Some groups entirely in Spanish: No

Prerequisites

This subject does not have any pre-requierments

Objectives and Contextualisation

The main objects of the subject are:
- Know the different areas and possibilities of work offered by Public Administrations (AAPP)
- The typology of personnel at the service of Public Administrations.
- Know how staff templates can be dimensioned and organized.
- Systems of selection to the AAPP, the procedures and requirements.
- Approach to career opportunities in the AAPP
- Systems for evaluating the performance of public employees
- Identify the professional competences applied to the AAPP.
- Legal status of working conditions of public employees
- Professional public management.

Competences

- Assume the social, ethical and professional responsibility that derives from professional practice.
- Be able to adapt to unexpected situations.
- Carry out analyses of preventative measures in the area of security.
- Communicate information , ideas, problems and solutions to both specialised and non-specialised publics.
- Efficiently manage technology in security operations.
- Generate innovative and competitive proposals in research and in professional activity developing curiosity and creativity.

- Identify, manage and resolve conflicts.
- Plan and coordinate the resources of the three large subsystems that interact in questions of security: people, technology and infrastructures.
- Respond to problems applying knowledge to practice.
- Use the capacity for analysis and synthesis to solve problems.
- Work in institutional and interprofessional networks.

Learning Outcomes

1. Apply different management systems to public safety.
2. Apply the different concepts involved in the internal and external communication of an organisation.
3. Assume the social, ethical and professional responsibility that derives from professional practice.
4. Be able to adapt to unexpected situations.
5. Design and implement recovery plans following disasters and mechanisms for contingencies.
6. Generate innovative and competitive proposals in research and in professional activity developing curiosity and creativity.
7. Identify, manage and resolve conflicts.
8. Respond to problems applying knowledge to practice.
9. Take decision relating to the contingencies involved in managing risks in public systems.
10. Use the capacity for analysis and synthesis to solve problems.
11. Work in institutional and interprofessional networks.

Content

BLOCK 1

1.- Employment in Public Administrations and the field of security.

2.- Administration, management and HR policies in the public sector.

3.- The normative framework of public employment.

4.- Staff typology

BLOCK 2

5.- Public employment management instruments

6.- Selection and provision systems.

7.- Rights and duties of public employees.

8.- Disciplinary system and incompatibilities

9.- Promotion and career of the staff

BLOCK 3

10.- Performance evaluation

11.- Remuneration system: incentivation and productivity.

BLOCK 4

12.- Collective rights to public employment.

13.- Professional public management.

Methodology

The methodology to be followed throughout the implementation of the teaching will be mixed: explanation by the teacher to the time interaction with the students through the question / answer system in the theory sessions. To the practical contents, on the other hand, there will be a clear protagonism of the students, since the teacher will only offer the initial questions and will support throughout the individual or group work of the students. It is about making a simultaneous system of teaching-learning of the students, which becomes a type of training to face in the best conditions the tests of theory and practice at the end of the block.

Depending on the size of the group, you can also use the group dynamics technique with a spokesperson to assess teamwork.

In each of the thematic blocks, the same scheme will be made:

• Presentation with script.

• Approach of basic questions to learn.

• Content exhibition.

• Realization of practical assumption.

• Summary essential elements of the subject.

The tutorials with the teaching staff will be arranged by email

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Evaluation	4	0.16	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10
Theoretical classes with the participation of students	40	1.6	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10
Type: Supervised			
Resolution of practical causes. Tutoring with students	12	0.48	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10
Type: Autonomous			
Personal study	94	3.76	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10

Assessment

Students will take continuous assessment tests (PEC) that will be delivered through the moodle classroom, related to the different blocks of the temary.

The students will make two evaluation through written test, one corresponding to blocks 1, 2 and 3. I one other prova corresponding to block 4. This test may be oral at the teacher's discretion.

Re-evaluation

In case of not passing the subject according to the aforementioned criteria (continuous evaluation), a recovery test may be done on the date scheduled in the schedule, and it will cover the entire contents of the program.

To participate in the recovery the students must have been previously evaluated in a set of activities, the weight of which equals a minimum of two thirds of the total grade of the subject. However, the qualification that will consist of the student's file is a maximum of 5-Approved.

Students who need to change an evaluation date must submit the request by filling in the document that you will find in the moodle space of Tutorial EPSI.

Plagiarism

Without prejudice to other disciplinary measures deemed appropriate, and in accordance with current academic regulations, "in the event that the student makes any irregularity that could lead to a significant variation in the grade of an evaluation act, it will be graded with a 0 This evaluation act, regardless of the disciplinary process that can be instructed In case of various irregularities occur in the evaluation acts of the same subject, the final grade of this subject will be 0 ". The tests / exams may be written and / or oral at the discretion of the teaching staff.

Students that retake the course

Regarding those students who have to retake the course, it should be emphasized that the assessment methodology is the same as for other students

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Resolution of practical cases and realization of works	60	0	0	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10
Written or oral tests to assess the knowledge acquired by the student Block 4	20%	0	0	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10
Written or oral tests to assess the knowledge acquired by the student Blocks 1 - 3	20%	0	0	4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10

Bibliography

JIMÉNEZ ASENSIO, Rafael: Directivos Públicos, Instituto Vasco de Administración Pública, 2006.

RODRÍGUEZ VILLANUEVA, J., La estructuración de la función pública española: diseño, gestión y posibilidades de optimización". 2021

SÁNCHEZ MORÓN, Miguel Y OTROS: La función pública directiva en Francia, Italia y España, INAP, Madrid, 2007.

VILLORIA, Manuel: Manual de gestión de recursos humanos en las administraciones públicas. Tecnos. Madrid, 2000.

URCELAY LECUE, M.C., Utilización abusiva de los contratos temporales en la función pública española. Revista Aranzadi Doctirnal, 2020

Software

This subject will use the basic software of the Office 365 package