

Human Resource Management in Public Administrations

Code: 104027
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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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

There are no pre-requirerments

Objectives and Contextualisation

The Public Administration has a fundamental role in everything that has to do with prevention and safety, establishing plans and measures that allow facing in a coordinated and effective way situations of serious collective risk, to guarantee the integrity of the people, material means , infrastructure and the environment.

It is also up to the Public Administrations to protect the free exercise of the rights and freedoms of citizens, as well as to ensure compliance with their obligations, guarantee public safety and peaceful coexistence, within the framework of the general interest.

At the same time, the Public Administration must ensure the safety of the infrastructures, means of transport and other means that it uses and makes available to citizens, as well as the safety and welfare of its employees.

Public employees are responsible for preventing and acting on any threat to safety. Therefore, their effectiveness will depend, not only on the means they have, but on their competencies, organization and direction.

That is why this subject aims to make known to students the legal regime and working conditions of public employees of Public Administrations, dealing with the different instruments that make up a human resources management system, according to the different type of link legal relationship with public administrations, that is, public officials or employees hired.

An approximation will be made to the professional relationship of the public employee, from the selection systems, rights and duties, code of conduct, working conditions, professional promotion and the extinction of the relationship.

The basic Statute of the public employee, from now on EBEP, is the basic norm of all these issues, without prejudice to other regulations of a specific nature.

The management of teams, leadership, and other items related to the management of public employees, will highlight the importance of the new figure of the "Professional Public Manager" regulated for the first time in article 13 of the EBEP.

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.
- Approximation to the possibilities of professional career 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
- The professional public direction.

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 teaching methodology is adapted to the sessions organized through the virtual meeting platform (Webex). These sessions are voluntary and their purpose is to expose the main ideas of the subject and clarify existing doubts, given the online nature of the training that implies the work of the material individually by the student, previously.

The platform of the Virtual Classroom (Moddle) of the UAB will be regularly used for regular contacts with students through the forums of the subject, provide tertiary and documentation, presentation and delivery of continuous assessment work.

You can also check the tutorials 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 | | | |
| Class. Videoconference with the active participation of the students | 6 | 0.24 | 2, 1, 3, 9, 11 |

| | | | |
|--|-----|------|-----------------------------------|
| Evaluation | 4 | 0.16 | 4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10 |
| Type: Supervised | | | |
| Debats, resolution of practical cases and tutorials. | 24 | 0.96 | 4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10 |
| Type: Autonomous | | | |
| Personal study and do individual works | 116 | 4.64 | 4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10 |

Assessment

Students will take two continuous assessment tests (PEC) that will be delivered through the moodle classroom.

The students will make an evaluation through written test in person on the subject that will take place on the date scheduled at the School. 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 |
|----------------------------------|-----------|-------|------|-----------------------------------|
| Analysis of work safety protocol | 30 | 0 | 0 | 4, 2, 3, 5, 8, 6, 7, 11, 10 |
| Solve practical cases. | 30 | 0 | 0 | 4, 2, 1, 3, 5, 8, 6, 7, 9, 11, 10 |
| Theoretical test | 40 | 0 | 0 | 4, 2, 1, 5, 8, 6, 9, 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 Doctrinal, 2020

Software

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