



IDENTIFYING DATA

Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers

Subject	Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers			
Code	P07G092V01206			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Briones Gamarra, Óscar			
Lecturers	Briones Gamarra, Óscar			
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General description	Subject devoted to the understanding of the systems of management of human resources in the Public Administrations, so much in Spain how in the rest of the world. You will learn the main models, the rules that get context to the model of management and the main subsystem of the management of human resources.			
	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

Training and Learning Results

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way
B3	Ability to work in teams and in multidisciplinary environments.
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C6	To apply the knowledge relating to administration planning and management in the best interests of good governance.
C7	To design and implement mechanisms for the management of human resources in organizations.
C15	To be familiar with the consequences that the decisions made by and the actions performed by civil servants can have for citizens and for society at large, especially the solution of ethical and moral issues within the area of public management and administration.
C16	To develop the ability to solve complex institutional problems.

- D1 To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
- D2 To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
- D4 To master the specific ICT techniques in their respective academic and professional fields.
- D5 To acquire independent learning skills.
- D6 Ability to adapt to new situations.

Expected results from this subject

Expected results from this subject	Training and Learning Results			
1. Identify the general frames of the public employment in an UE and Spanish multinivel frame.	A1	B1	C5	D1
2. Recognize the strategic and operative levels of the management of people in the public institutions.	A2	B2	C6	D2
3. Distinguish the basic elements of the management of human resources and its different subfunctions.	A3	B3	C7	D4
4. Value the models of offer of public employment (OEP) developed in the different levels of Spanish public administration (central, autonomic and local).	A4	B4	C15	D5
5. Defend the model of OEP how base of the public management of the social welfare.	A5	B5	C16	D6
6. Decide an operative strategy of management of places of work: it go in the catalogues and the relations of places.				
7. Justify the design of places in function of a model of professional career based in the Basic Statute of the Employed Public and the Diary 2030.				

Contents

Topic	
1. Administrative political traditions and management of people in the public organisations	1.1. The Bureaucratic model 1.2. The Public Administration how instrument of execution of the public politics 1.3. The incidence of the new public management
2. Models of public employment	2.1. The model of career 2.2. The model of employment
3. Public function in perspective compared	3.1. European perspective 3.2. Global trends
4. Public function in Spain	4.1. The model consolidated 4.2. In front of a possible change of paradigm
5. Strategic planning of Human Resources	5.1. Global perspective 5.2. Instruments of planning
6. Instruments of estructural support	6.1. Instruments of detection of needs 6.2. The organic estructura 6.3. The relations of places of work 6.4. Description and catalogue of places 6.5. The Offers of employment how final result
7. The main subsystem of management of the public employment	7.1. Selection, *reclutamento, provision and career 7.2. Organisation of the procedures of work 7.3. The collective negotiation 7.4. Training and updating 7.5. Control and evaluation 7.6. Organisational culture 7.7. Retributions
8. Challenges and trends in the management of people in the public sector	8.1. Current and future employments 8.2. New trends of organisation and changes in the processes of work

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	32	0	32
Autonomous problem solving	32	0	32
Case studies	0	48	48
Discussion Forum	0	36	36
Objective questions exam	2	0	2

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

Description

Lecturing	Kind of explanation of the contained of the subject and clarifications that are necessary of dynamic form
Autonomous problem solving	Activity in the that formulate exercises and activities to resolve for the students
Case studies	The students will analyze, low the guidelines of the professor, the real cases proposed and the possible proposals of improvement
Discussion Forum	Geared methodology to the put in common of news, academic articles, programs or experiences close of the students around the management of human resources and the public employment in general

Personalized assistance

Methodologies	Description
Lecturing	Resolution of doubts in a personalized way. This dynamic is anticipated through digital means such as email, virtual tutoring or telephone support. However, if the student body requires it and the situation allows it, this attention may be offered in person.
Autonomous problem solving	Resolution of doubts in a personalized way. This dynamic is anticipated through digital means such as email, virtual tutoring or telephone support. However, if the student body requires it and the situation allows it, this attention may be offered in person.
Case studies	Resolution of doubts in a personalized way. This dynamic is anticipated through digital means such as email, virtual tutoring or telephone support. However, if the student body requires it and the situation allows it, this attention may be offered in person.
Discussion Forum	Resolution of doubts in a personalized way. This dynamic is anticipated through digital means such as email, virtual tutoring or telephone support. However, if the student body requires it and the situation allows it, this attention may be offered in person.

Assessment

	Description	Qualification	Training and Learning Results		
Lecturing	In this methodology associates how evidence of the work of the students his good disposal to take part debate us that of natural way or scheduled arise in kind	10	A1 A2 A3 A4 A5	C7 C15	D2
Autonomous problem solving	In this item the students showed his capacity of resolution envelope the problems of management of human resources proposed	15	A3 A4	B1 B2 B4 C6 C7 C15 C16	D6
Case studies	It Will value the execution of the practical envelope the case proposed, with elements such as it good editorial, the explanatory capacity or the innovation.	20	A3 A5	B2 B3 B5 C7 C15 C16	D5 D6
Discussion Forum	Participation in the forums of discussion, realizing a global evaluation of the participations of the students.	15	A3		
Objective questions exam	Examination of objective questions type test with multiple choice.	40	A1	C5 C6 C7 C16	

Other comments on the Evaluation

The evaluation systems will be divided into two large groups or modalities: continuous evaluation methodologies and global evaluation methodologies.

The student body will have the right to choose the type of system with which it will be evaluated, by default it will be understood that it accepts the continuous evaluation system, without prejudice to the duty to set global evaluation tests, as an alternative and always within the same opportunity of evaluation available to students who renounce continuous evaluation.

The final grade for the course (for the first and second opportunity) will be the sum of the grade obtained in the continuous assessment tests carried out throughout the semester (with a weighting of 60% of the total) and the grade obtained in a last test that will coincide with the date of the global evaluation in the first opportunity (with a weighting of 40% of the total).

The exams will be held on the official exam date for each evaluation opportunity provided in the academic calendar.

In both cases, the student body, both in continuous and *global evaluation, the student body has the right to get 100 of the score.

The exam is configured as a final activity of the continuous assessment.

As can be seen in the methodology of the master class, class attendance and active participation from a critical spirit and calm debate with classmates will be valued.

It will be a necessary requirement for the development of the subject that the teaching staff can have an updated PHOTOGRAPH* of the students that must be uploaded to the platform at the beginning of the course, and always before September 30.

() The sole purpose of processing this data is so that the teaching staff of the subject can verify the identity of the students enrolled in it. The basis of legitimacy for the treatment of this data is carried out in application of the provisions of article 6.1y) of the RXPD in which the treatment is necessary for the exercise of the public powers conferred on the person responsible for the treatment based on article 9 of the Law 39/2015, of October 1, of the common administrative procedure of public administrations and in article 25.7 of RD 1791/2010, of December 30, for which the University Student Statute is approved.*

Access to the image and personal data of the students is only allowed to the teachers of each subject for the performance of the academic activities indicated in this teaching guide and they will not be used or disclosed for any other purpose, and the corresponding duty of confidentiality must be kept the same

Sources of information

Basic Bibliography

BRIONES GAMARRA, OSCAR, **Factores determinantes en la construcción de la función de recursos humanos autonómica**, 1, INAP, 2014

VILLORIA MENDIETA, MANUEL Y DEL PINO ELOÍSA, **MANUAL DE GESTIÓN DE RECURSOS HUMANOS EN LAS ADMINISTRACIONES PÚBLICAS**, TECNOS, 2000

Complementary Bibliography

BRIONES GAMARRA, OSCAR, **BLOGDOBRI@BLOGSPOT.COM**, 2021

BOUZAS LORENZO, RAMÓN, **GESTIÓN DE RECURSOS HUMANOS EN LA XUNTA DE GALICIA**, REVISTA DE LA FACULTAD DE CIENCIAS POLÍTICAS USC, 1999

LINS DE LESSA CARVAHO, F., **La función pública en el mundo**, ARS IURIS SALMANTICENSIS, 2019

RAMÍO MATAS, CARLES, **ORGANIZACIÓN DE LA GESTIÓN PÚBLICA**, TECNOS, 2000

VARELA ALVAREZ, ENRIQUE, **FORMACIÓN DIRECTIVA**, EGAP, 2013

Recommendations