UniversidadeVigo

IDENTIFYING DATA
Human resources management 2: Public employment organisation and management

Subject	Human resources management 2: Public employment organisation and management			
Code	P04G091V01404			
Study programme	(*)Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	Spanish Galician			
Department				
Coordinator	García-Pintos Escuder, Adela			
Lecturers	García-Pintos Escuder, Adela Martinez Arribas, Fernando			
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General description	A greater worry by the best use of the public funds as well as a greater orientation of the public organisations to the service and the citizen, indicate the every time greater presence of technicians of management of human resources, that inspired by the private sector apply in the public organisations. The changes have consisted especially in the awareness that the practices in matter of employment and of rewards, the methods of work, the results and the attitude of the personnel, as well as the other appearances of the management of human resources, influence directly in the efficiency and efficiency of the public organisations. Thus the program that to continuation presents pretends to contribute, or at least present, the necessary instruments to tackle reforms in the management of human resources in the public organisations, adopting in his case, and taking into account the nature and specificity of the public sector, technicians of management of the private sector.			

Competencies

Code	
A2	(*)Que os estudantes saiban aplicar os seus coñecementos ó seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo.
A3	(*)Que os estudantes teñan a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B2	Capacidad de analizar, sintetizar e integrar conocimientos y enfrentarse a la complejidad de formular juicios con información limitada
B5	Ser capaz de interpretar datos derivados de las observaciones en relación con su significación y relacionarlos con las teorías apropiadas en el ámbito de la dirección y gestión pública
B9	Ser capaz de reconocer e implementar buenas prácticas derivadas de procesos y acciones como base para la innovación y la creatividad
B10	Compromiso con la eficacia y la eficiencia del trabajo del sector público y otras entidades
C18	Identificar los problemas de la gestión de recursos humanos en organizaciones (públicas y privadas) para experimentar con soluciones transversales
D2	Capacidad de organización, planificación y utilización del tiempo y de autocontrol ante situaciones de presión
D6	Habilidades en las relaciones interpersonales (lealtad, actitudes y conductas positivas, etc.) que favorezcan la eficacia interpersonal
D8	Capacidad para el trabajo cooperativo en equipo/grupo y abierto a diferentes puntos de vista y opiniones

Learning outcomes

Expected results from this subject	Training and Learning Results
Capacity to analyse, study and integrate knowledges and confront to the complexity to formulate trials with information limited	B2
Be able to interpret data derived of the observations in relation with his significance and relate them with the appropriate theories in the field of the direction and public management	B5
Be able to recognise and implement derivative best practices of processes and actions like base for the innovation and the creativity	B9
Have commitment with the efficiency and the efficiency of the work of the public sector and other entities	B10
Know apply the knowledges to the work or vocation of a professional form and possess the competitions that are used to to show by means of the preparation and defence of arguments and the resolution of problems inside the area of study.	A2
Have the capacity to gather and interpret notable data (usually inside the area of study) to issue trials that include a reflection on notable subjects	A3
Develop those skills of necessary learning to undertake back studies with a high degree of autonomy	A5
Identify the problems of the management of human resources in organisations (public and private) to experience with transversal solutions	C18
Have the capacity of organisation, planning and utilisation of the time, interpersonal relations as well as for the cooperative work in team.	D2 D6 D8

Contents

Topic	
The management of human resources in the public administration.	1.1. Introduction to the management of human resources 1.2. Of the administration of personnel to the management of human resources. 1.3. Problematic in the context of the Administration.
Systems of *ordenación of personnel of the main public administration	2.1. Analysis of places of work. 2.2. Analysis of organic and administrative structures
Management of places of work in the public administration.	3.1. Previous concepts. 3.2. Technicians for the analysis and description of the place of work. 3.3. Specifications of places of work.
The assessment of places of work in the public administration.	4.1. Previous concepts. 4.2. Qualitative methods of assessment of places of work. 4.3. Quantitative technicians of assessment of places of work. 4.4. The assessment of places of work in the public administration
The evaluation and the management of the performance in the public administration.	5.1. Previous concepts. 5.2. The process of evaluation and management of the performance. 5.3. Requirements for the development of a system of evaluation and management of the performance. 5.4. The evaluation and management of the performance in the public administration
The structure, design and management of rewards in the public administration.	6.1. Previous concepts. 6.2. Influence of the salary conditions in the oragnizational behaviour . 6.3. The salary : criteria of salarystrategy *retributiva. 6.4. The salary structure . 6.5. The management of rewards in the public administration
The planning of human resources in the public management.	7.1. Previous concepts. 7.2. The forecast of needs of human resources. 7.3. The flexibility and his planning.
The selection of personnel and the development of career in the public administration.	8.1. Previous concepts. 8.2. The process of selection. 8.3. The selection of personnel in the public function. 8.4. The plan of careers. 8.5. The planning of careers in the public administration
The management of the training in the public administration.	9.1. Previous concepts. 9.2. Typology of the training. 9.3. The plans of training. 9.4. The management of the training in the public administration

Planning

	Class hours	Hours outside the classroom	Total hours

Introductory activities	1	0	1
Master Session	30	60	90
Classroom work	12	24	36
Proceedings	2	4	6
Short answer tests	2	4	6
Practical tests, real task execution and / or simulated.	1	10	11

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

Methodologies

	Description
Introductory activities	Activities directed to take contact and gather information about students, as well as to present the subject.
Master Session	The masster session will carry out by part of the professors the exhibition of the contents of the subejct of management of human resources
Classroom work	The student develops exercises or studies of cases under the guidelines and supervision of professors
Proceedings	It treats of an open talk between a group of students, that will centre in subjects of the contents of the matter, in the analysis of a case, in the result of a problem developed previously

Personalized attention

Methodologies	Description
Proceedings	Students so much of the face-to-face modality like semipresencial will be able to resolve doubts in regard to some appearance of the matter (content, work or practical), as well as attention to his needs and queries related with the study and/or subjects linked with the discipline, providing him orientation, support and motivation in the process of learning
Classroom work	Students so much of the face-to-face modality like semipresencial will be able to resolve doubts in regard to some appearance of the matter (content, work or practical), as well as attention to his needs and queries related with the study and/or subjects linked with the discipline, providing him orientation, support and motivation in the process of learning
Master Session	Students so much of the face-to-face modality like semipresencial will be able to resolve doubts in regard to some appearance of the matter (content, work or practical), as well as attention to his needs and queries related with the study and/or subjects linked with the discipline, providing him orientation, support and motivation in the process of learning

Assessment

	Description	Qualification	Training and Learning Results			
Classroom work	It will evaluate the participation and the realisation of the works proposed in the classroom of individual form and/or in group	20	A2 A3 A5	B2 B5 B9 B10	C18	D2 D6 D8
Short answer tests	It treats of a proof to final of course oriented to the application of the concepts developed	60	A3 A5		C18	
Practical tests, real task execution and / or simulated.	Proofs of evaluation that include activities, problems or practical exercises to resolve. The students and students have to give answer to the activity planted, applying the theoretical and practical knowledges. For this will use the TICS. It will not admit any exercise delivered out of term neither envoy in another half that was not through the platform Faitic.	20	A3 A5	B2 B5 B9 B10	C18	D2 D6 D8

Other comments on the Evaluation

EVALUATION ACCORDING TO THE REGULATION OF MODALITY SEMIPRESENCIAL

"Art.6.-Evaluation. In the educational guide of the matter, will have to be clearly specified the type of evaluation and his punctuation. In the schedule will have to be signalled the dates in which they have to be realised and delivered the proofs and/or the date of the final proof in the case to establish . Professors will procure, in the measure of the possible, that the evaluation realise in his whole of continuous and virtual way, without face-to-face final proof. Anyway, it is compulsory that the on-line continuous evaluation suppose at least 40% of the note, and the final proof (that it will be able to demand in his face-to-face modality) suppose at most 60% of the total note a. In the case that it was foreseen the realisation of a final proof of face-to-face way, this will coincide with the date and hour fixed in the calendar of the Centre (the same date that for the students of the face-to-face modality)"

Methodologies	Description	Qualification	Comepetences evaluated
Works of classroom	It will evaluate the participation and the realisation of the works proposed in the classroom of individual form and/or in group	20%	CB2 /CB3/CB5 CG2/CG5/CG9 CG10/CE18/CT2 CT6/CT8
Proofs of short answer	It treats of a proof to final of course oriented to the application of the concepts developed	60%	CB3 CB5 CB18
Practical proofs, of execution of real tasks and/or mock.	Proofs of evaluation that include activities, problems or practical exercises to resolve. The students and students have to give answer to the activity planted, applying the theoretical and practical knowledges . For this will use the TICS. It will not admit any exercise delivered out of term neither envoy in another half that was not through the platform Faitic.	20%	

CB3
CB5
CG2
CG5
CG9
CG10
CE18
CT2
CT6
CT8

Students that do not fulfil the requirements of continuous evaluation will have to present to the final examination whose value will be 100%

EVALUATION OF JULIO FACE-TO-FACE MODALITY And SEMIPRESENCIAL

To pass this matter in the extraordinary announcement of July the and the students will have to realise a final examination. The value of the examination will be of 10 points, although will take into account the work realised by students in the continuous evaluation.

Sources of information
Basic Bibliography
CORRAL VILLALBA, J., **Manual de gestión del personal de la administración local**, Civitas,
GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Dirección y Gestión de Recursos Humanos**, Prentice-Hall,
Enrique José Varela Álvarez, **Dirección Pública Profesional. Lecturas para Xestionar a Era da Gobernanza**, EGAP.Xunta de Galicia,
Complementary Bibliography
BAYÓN MARINÉ, F., **50 casos prácticos sobre Recursos Humanos y Organización de Empresas**, Sintesis,
CLAVER, E., GASCO, J. L. y LLOPIS, J., **Los Recursos Humanos en la Empresa: Un Enfoque Directivo**, Civitas,
CORTÉS CARRERES J. V., **Manual práctico de gestión de Recursos Humanos en la Administración local**,
DELGADO, M. I.; GÓMEZ, L.; ROMERO, A. M. y VÁZQUEZ, E, **Gestión de recursos humanos del análisis teórico a la solución práctica**, Pearson,
Equipo de Investigación UVIGO-USC, **Necesidades formativas do persoal da administración da Xunta de Galicia: niveis de organización e de posto**, EGAP.Xunta de Galicia,
Equipo de Investigación UVIGO-USC, **Necesidades formativas do persoal da administración da Xunta de Galicia: nivel individual**, EGAP.Xunta de Galicia,
Enrique José Varela Álvarez, **Manual de Xestión de Persoas e Equipos de Traballo nas Organizacións Públicas. Unha Visión para a Xunta de Galicia**, EGAP.Xunta de Galicia,
VILLORIA, M. Y DEL PINO, E., **Manual de Gestión de Recursos Humanos en las Administraciones Públicas,**, Tecnos,

Recommendations

Other comments

The face-to-face modalities and semipresencial of the Degree in Direction and Public Management, share a same plan of

studies, whose matters (of 1º to 4º) help to develop a learning of competitions based in the continuous evaluation.