



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			
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General description	<p>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.</p> <p>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.</p> <p>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.</p>			

Competencies

Code	
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B2	Ability to analyze, synthesize and integrate knowledge and planning for the preparation of judgments with limited information
B5	Ability to interpret data obtained from observation with regard to their meaning and establish links with the appropriate theories in the field of public management and administration.
B9	To be able to recognize and implement sound practices arising from processes and actions as a basis for innovation and creativity.
B10	Commitment to work efficiency and effectivity in the public sector and other entities.
C18	To identify the problems of human resources management in (public and private) organizations to try out cross-sectional solutions.
D2	Ability to organize, plan and use time efficiently, and self-control skills in situations of pressure.
D6	Commitment to striving for quality and continuous improvement and innovation.
D8	Capacity to cooperate teamwork and open to different points of view and opinions

Learning outcomes

Expected results from this subject	Training and Learning Results
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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
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 structuration 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
Lecturing	30	60	90
Case studies	12	30	42
Debate	2	4	6
Problem and/or exercise solving	2	9	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.
Lecturing	The professor will present the contents of the subject of human resources management that have been included in the subject's agenda. It will be done in person, through the remote campus and / or Faitic
Case studies	The student will develop exercises or case studies under the guidelines and supervision of the professors. It also includes those activities that students must carry out autonomously and be delivered through the teledoaching platform for evaluation.
Debate	An open talk between a group of students, which will focus on topics of the subject , in the analysis of a case, in the result of a previously developed problem. It can be done in person, through the remote campus and / or through the forums of the teledoaching platform

Personalized assistance

Methodologies	Description
Debate	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in FaiTIC). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.
Case studies	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in FaiTIC). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.
Lecturing	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in FaiTIC). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.

Assessment

	Description	Qualification	Training and Learning Results			
Case studies	It will evaluate the participation and the realisation of the distinct activities programmed of individual form and/or in group. These activities will be delivered through the platform Faitic, not to admitting the delivery by any another way.	50	A2 A5	B2 B5 B9 B10	C18	D2 D6 D8
Problem and/or exercise solving	A final proof oriented to the application of the concepts developed in the subject. It will make of face-to-face form and of not being possible through the remote campus and/or platform Faitic	50	A5		C18	

Other comments on the Evaluation

LEARNING SERVICE

This subject is included in the promotion plan of the learning service in the University of Vigo promoted by the Vice-rectory of Social Responsibility, Internationalization and Cooperation.

The learning service is voluntary, allowing only 5 students face it.. Either the form for the adherence to the plan will be indicated in sufficient time by the teachers.

The learning service involves developing some activites, guided by teachers. Students will be able to obtain a maximum of 1.5 points and will be exempt from part of continuous assessment activities (case studies). Adherence to this plan implies giving up qualification for these exempt activities.

FINAL NOTE.

It is indispensable requirement to add the part "case studies" at least have taken out a 4 on 10 points in the final proof.

EXTRAORDINARY ANNOUNCEMENT OF JULY

To pass this subject in the extraordinary call for July, the students must make a final test. The value of the exam will be 10 points, although the work carried out by the students in the continuous evaluation will be taken into account.

Sources of information

Basic Bibliography

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Dirección y Gestión de Recursos Humanos**, Prentice-Hall,
Varela Álvarez, Enrique José, **Dirección Pública Profesional. Lecturas para Xestionar a Era da Gobernanza**,
EGAP.Xunta de Galicia,

CORRAL VILLALBA, J., **Manual de gestión del personal de la administración local**, Civitas,

Complementary Bibliography

Varela Álvarez, Enrique José, **Manual de Xestión de Persoas e Equipos de Traballo nas Organizacións Públicas. Unha Visión para a Xunta de Galicia**, EGAP.Xunta de Galicia,

SILVA GONZÁLEZ, M.M. et al, **Las Relaciones humanas en la empresa**, Paraninfo,

Equipo de Investigación UVIGO-USC, **Necesidades formativas do persoal da administración da Xunta de Galicia: nivel individual**, EGAP.Xunta de Galicia,

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,

DELGADO, M. I.; GÓMEZ, L.; ROMERO, A. M. y VÁZQUEZ, E, **Gestión de recursos humanos del análisis teórico a la solución práctica**, Pearson,

CORTÉS CARRERES J. V., **Manual práctico de gestión de Recursos Humanos en la Administración local**, Dykinson,

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.□

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University of Vigo establishes an extraordinary planning that will be activated when the administrations and the institution itself determine it, considering safety, health and responsibility criteria both in distance and blended learning. These already planned measures guarantee, at the required time, the development of teaching in a more agile and effective way, as it is known in advance (or well in advance) by the students and teachers through the standardized tool.

=== ADAPTATION OF THE METHODOLOGIES ===

* Teaching methodologies maintained

All

* Teaching methodologies modified

None

* Non-attendance mechanisms for student attention (tutoring)

Remote campus, email and forums on the Teledocencia platform

* Modifications (if applicable) of the contents

None

* Additional bibliography to facilitate self-learning

Students have all the material on the platform, part of it made by the professor, to be able to track the subject.

* Other modifications

None

=== ADAPTATION OF THE TESTS ===

* Tests already carried out

Weight is maintained as all activities are adapted to any circumstance

* Pending tests that are maintained

Weight is maintained as all activities are adapted to any circumstance.

* Tests that are modified

None

* New tests

None

* Additional Information

Not necessary
