



The syllabus of the discipline "Human Resource Management in Public Administration"

Specialty	281 «Public Management and Administration»
Educational program	Public Management and Administration
Educational level	third (educational-scientific) level
Discipline status	basic
Language of instruction	Ukrainian, English
Course / semester	2A course, 1 semester
Number of ECTS credits	5
Distribution by types of classes and hours of study	Lectures - 20 hours. Practical (seminar) - 20 hours. Independent work - 110 hours.
Form of final control	Test
Chair	Department of Public Administration, Public Administration and Regional Economy, Kharkiv, 9A Nauki Ave., 1 educational building, room 402, (057) 702-18-34, cafpubladm@ukr.net
Teacher	Gavkalova Natalia Leonidivna, Professor of the Department of Public Administration, Public Administration and Regional Economy, Associate Professor
Contact Information teacher	ngavl@ukr.net , (050) 6226148
Class days	Tuesday, Wednesday
Consultations	Tuesday 12.10 - 13.45, Department of Public Administration, Public Administration and Regional Economy, 9A Nauki Ave., 1 educational building, room 402 or remotely according to the schedule, individual or group
<p>Goal academic discipline is the acquisition by applicants of knowledge and skills on the process of personnel management in a public institution, ways to implement personnel policy, choosing the most effective means of personnel work in relation to a particular situation ..</p>	
<p>Prerequisites for learning</p>	
<p>List of previously listened disciplines: "Management Theory", "Introduction to Public Administration".</p> <p>Knowledge, skills, abilities that the applicant must have to start studying the discipline:</p> <ul style="list-style-type: none"> knowledge of the content of personnel work in a public institution, ways of formation and development of labor potential and personnel of the organization, ensuring its effective use; knowledge of the prerequisites for the formation of certain labor behavior of employees and the team as a whole, labor relations and their management in order to ensure a balance of interests from the standpoint of both economic and social efficiency; knowledge of the basics of formation and organization of the personnel management service (personnel service) of the institution; knowledge of approaches to providing assistance to line managers and coordination of their work with staff in the structural units of the organization managed by them; ability to use domestic and foreign experience in personnel management; ability to plan the need for staff in qualitative and quantitative terms; ability to form job descriptions and vacancy requests; ability to plan the cost of working time of managers and specialists, rationing of staff of the organization; 	



ability to assess the effectiveness of the staff of a public institution, including certification of staff;

ability to manage the professional development of the staff of the institution;

ability to use legislation and collective and employment contracts and agreements to resolve complex social and labor situations and disputes;

ability to navigate in the modern categorical apparatus of personnel management;

ability to use modern approaches to personnel management;

ability to organize personnel records management;

professional resume skills;

skills to improve the social structure and professional qualifications of staff;

ability to work in a team, team;

ability to select, select and arrange the organization's staff;

ability to organize the process of adaptation of a new worker in a new workplace;

ability to plan and organize training and retraining of the organization's staff;

interview skills;

stress management skills;

The content of the discipline

Content module 1. Formation of the staff of a public institution

Topic 1. The staff of a public institution as an object of management

Topic 2. Formation of philosophy and personnel policy of a public institution

Topic 3. Resource management of human resources management

Topic 4. Analysis of work and the formation of requirements for candidates for vacant positions

Topic 5. Personnel service and personnel records management

Topic 6. Staff planning and formation

Topic 7. Staff development

Topic 8. Staff movement

Content module 2. Components of the system of work with personnel

Topic 9. Leadership and leadership

Topic 10. Management of working time of employees

Topic 11. Creating favorable working conditions

Topic 12. Personnel evaluation

Topic 13. Motivation and incentives for staff

Topic 14. Provision of leasing and outsourcing services in the field of personnel management

Topic 15. The effectiveness of personnel management

Course page on the Moodle platform (personal training system)

<https://pns.hneu.edu.ua/course/view.php?id=7197>

Curriculum, glossary of terms, lecture notes, guidelines for practical tasks, guidelines for independent work on the discipline, recommended literature, test tasks on the discipline, technological map (work plan) of the discipline. Each topic of the discipline contains: presentation, topic material, methodical recommendations for practical tasks, methodical recommendations for independent work on the topic, recommended literature, test tasks on the topic

<https://pns.hneu.edu.ua/course/view.php?id=7197>

Recommended sources

Basic

Basic

1. Khadzhiradeva S.K, Rachinsky A.P, Vasilieva O.I, Larina N.B Personnel management in public service: textbook. way. for applicants for the second (master's) level of higher education in the



specialty 281 "Public Administration"; for general ed. S.K Khadzhiradeva. Mykolaiv: Yemelyanova T.V, 2020. 212 p.

2. Gavkalova N.L. Personnel management: textbook. allowance. / N.L. Gavkalova, N.S. Markova. - 3rd ed., Reworked. and ext. - H.: ID "INZHEK", 2009. - 296 p.

3. Krupyak L.B. Management of labor resources of the organization: textbook. manual / L.B. Croupier. K. : Condor - Publishing House, 2013. 278p.

4. Moroz O.S. Management of human resources: textbook. manual for universities / O.S. Moroz; ZDIA. Zaporozhye: ZDIA, 2015. 324 p.

Optional

5. Birdus L.V. Personnel management of the highest level: strategy and forecasting / L.V. Birdus, M.A. Birdus // AgroSvit. 2015. № 21. С. 12–14.

6. Gavkalova N.L. Management of personnel management efficiency: monograph / N.L. Gavkalova, T.A. Vlasenko. Kharkiv: KhNEU Publishing House, 2011. - 295 p.

7. Staffing of local authorities in the field of public services: textbook. way. / author count : за заг. ed. O.I. Vasilieva, N.V. Vasilieva, O.S. Ignatenko. - Kyiv: NAPA, 2018. - 284 p.

8. Krushelnytska O.V. Personnel management: textbook. way. / O.B. Krushelnytska, D.P. Мельничук. К., Condor, 2015. 296 p.

9. Oliynyk O. Gender aspect of personnel audit / O. Oliynyk // Ukraine: aspects of labor. 2015. № 3. С. 33–37.

10. Posylkina O.V., Bratishko Y.S., Kubasova G.V. Personnel management: textbook. way. for students. economic specials. higher honey. and pharma. textbook lock X. : NUPh Publishing House, 2015. 517 p.

11. Selivanov S.V., Obushna N.I., Khadzhiradeva S.K. Development of personnel potential of civil service in Ukraine in the conditions of reforms: problems of theory and practice: monograph. Kyiv: Karavella Publishing House, 2019. 293 p.

12. Personnel management: textbook. way. / A.A. Azarova, O.O. Moroz, O.Y. Lesko, I.V. Romanets; VNTU. Vinnytsia: VNTU, 2014. 283 p.

13. Pynes Joan. Human resources management for public and nonprofit organizations: a strategic approach / Joan E. Pynes. - 3rd ed. - San Francisco: Jossey Bass, 2009. - 457 p.

14. Thom N. Viešoji vadyba. Innovations in the higher sector are really important. Monograph / N. Thom, A. Ritz. - Vilnius: Lietuvos teisės universiteto Leidybos centras, 2004. - 336 p.

Information resources

15. Code of Labor Laws of Ukraine [Electronic edition]. - Access mode: <http://zakon.rada.gov.ua/cgi-bin/laws/main.cgi?nreg=322-08>

16. Classifier of professions DK 003: 2005 [Electronic resource]. –Access mode: <http://hrliga.com>

17. Ministry of Labor and Social Policy of Ukraine [Electronic resource]. –Access mode: <http://www.minpraci.gov.ua>

18. On employment: the Law of Ukraine [Electronic edition]. - Access mode: <http://zakon.rada.gov.ua/cgi-bin/laws/main.cgi?nreg=803-12>

19. Site of personal educational systems of KhNEU named after S. Kuznets. Course "Human Resource Management in Public Administration" - Access mode: <https://pns.hneu.edu.ua/enrol/index.php?id=7197>

Learning outcomes assessment system

Assessment of learning outcomes in the discipline "Human Resource Management in Public Administration" is carried out on a cumulative 100-point system. Evaluation is carried out by the following types of control:

current control, which is carried out during the semester during lectures, practical and seminar classes and is estimated by the amount of points scored (maximum amount - 100 points; minimum



amount that allows the applicant to receive credit - 60 points);
 modular control, which is carried out taking into account the current control for the relevant content module and aims at an integrated assessment of learning outcomes after studying the material from the logically completed part of the discipline - the content module.
 The test is set as the total amount of points scored on the results of the current control.
 More detailed information on assessment is given in the technological map of the discipline.

Accumulation of rating points in the discipline

Types of educational work	Each number of points
Lectures	thirteen
Practical tasks	23
Tasks by topics	thirteen
Presentations	18
Essay	3
Written test	6
Colloquium	24
Exam (if available)	-
Maximum number of points	100

Compliance of the ECTS assessment scale with the national assessment system and KhNEU. S. Kuznets

The sum of points for all types of educational activities	Rating ECTS	Score on a national scale	
		for exam (exam), differentiated test, course project (work), practice, training	for offset
90 - 100	A	perfectly	credited
82 - 89	B	okay	
74 - 81	C		
64 - 73	D		
60 - 63	E	satisfactorily	not credited
35 - 59	FX	unsatisfactorily	
1 - 34	F		

Discipline policies

Adherence to honest academic behavior in teaching, avoidance of any manifestations of academic dishonesty; quality preparation for training sessions; independent performance of current educational tasks, tasks of current control, independent performance of tasks of final control of learning outcomes; compliance with copyright and related rights legislation.

Applicants for higher education are responsible for their academic behavior and must give a moral assessment of their own actions. The teacher must create conditions for the formation of an environment of partnership and academic honesty. The teacher is responsible for assessing the uniqueness of the text of the essay, written work and for the process of transparent, open, honest assessment of learning outcomes in general.

Absence without good reason is considered absenteeism. Absence due to valid reasons must be confirmed - providing a document confirming the reason for skipping classes.

Provided that the tasks provided for in the work plan are performed, the task is evaluated on a scale later than the set deadline in accordance with the date of submission of the completed tasks.

The syllabus was approved at the meeting of the Department of Public Administration, Public Administration and Regional Economy on August 26, 2020. Minutes № 2.