

Summary

Subject matter: Analysis of the existing system of certification of state employees.

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Customer organization: KBR administration.

Topicality of the research: The existing changes now under way in the institutes of public and municipal service as a result of conducted administrative reforms, reform of the state service and local government make one take a good look at the content of the notion “certification of state employees, and also at its legal effects. As a result of the passing of new normative acts, the procedure of the certification of state employees underwent a number of changes, which requires a certain analysis. Meanwhile, until now, the legislation has lacked the precise definition of the notion of certification.

Objective of the research: is to study the essence, goals and tasks of certification, theoretical foundations and practice of the certification procedure of civil servants from the moment of the formation of the certification commission and to the organization of measures on its results and making complaints against the results of the certification, formation of the criteria of the appraisal of state employees.

Tasks: 1. to consider the general characteristic of the certification of state employees; 2. to study the normative and legal basis, regularly the certification procedure; 3. to analyze the organization and order of the conduct of the certification of state employees; 4. to develop recommendations on the improvement of the system of certification of the state employees of the administration of the Head of KBR.

Theoretical and practical significance of the research: is that it generalized the theoretical knowledge of the certification of state employees. It also developed recommendations on the improvement of the certification of state employees that can be introduced into the procedure of the certification of state employees.

Results of the research: Public-legal administration is the structure subdivision of the administration of the Head of KBR.

The certification of the state employees of the administration of the Head of KBR is held once in three years according to Article 48 of the Federal Law of the RF as of July 27, 2004 №79-FL.

Recommendations: It is essential to develop professional – qualification models for state employees including the list of qualities, knowledge, skills the employees should possess to fulfill the tasks on the provision of the effectiveness of their work. It is expedient not to be limited by one certification in three years, but to hold them systematically. More frequent assessments (once or twice a year) will enable the organization to use certification as an instrument of personnel management to impact the results of the employee's work, to ensure a much closer tie of the certification results with the job ad qualification promotion, with the results of his work and payment. One should avoid the most frequent typical errors in conducting the assessment of the employees business qualities such as “marginal effect”, adding excessive weight to one factor alone, preconception, grouping, central tendency, stereotypes, “halo-effect”, favoritism, “newness effect”, “semblance effect”.