Summary

Subject matter: Certification of municipal employees: problems and directions of improvement (on the example of the Administration of village settlement Ordzhonikidzevskaya).

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Customer organization: Administration of village settlement Ordzhonikidzevskaya.

Topicality of the research: At present the reforming of the organizational structure of local self-government is under way, the order of the formation of the organs of local self-government is changing, and the new principles of the organization of municipal service are being introduced. The success of the formation and development of local self-government is largely determined by the staff potential of municipal formations. Certification of municipal employees takes the prior position in the system of the evaluation of the staff of the organs of local self-government. There exists the need for the improvement of the certification procedure, formation of the criteria and methods of evaluation, and also the improvement of the responsibility for its organization and conduct, provision of the realization of the decisions of certification committees.

Objective of the research: is the determination of the ways of the improvement of the mechanism of the certification of municipal employees.

Tasks:
- to regard a municipal employee as an object of certification;
- to determine the essence and normative and legal aspects of the certification of municipal employees;
- to reveal the mechanism of the conducting of the certification of municipal employees;
- to analyze the organizational and legal aspects of the work of the Administration of village settlement Ordzhonikidzevskaya;
- to conduct the analysis of the practice of the conduct of the certification of municipal employees in the Administration of village settlement stanitsa Ordzhonikidzevskaya.

**Theoretical significance of the research:** is that its results broaden the scientific approach of the issue of the certification of municipal employees in the organs of local self-government, the generalizations of the fragmented materials related to the system of the certification of employees on the municipal level enables the organization to overcome the drawbacks in the course of the conducting of certification on the premises.

**Practical significance of the research:** that on the basis of the empirical data we conducted a complex analysis of the system of certification of the employees of the Administration of Ordzhonikidzevskaya. We revealed the imperfection of the existing system of certification; the conclusions drawn are expressed in concrete recommendation on the improvement of the certification procedure in the organization under inspection.

**Results of the research:** The certification of the municipal employees in the Administration of village settlement stanitsa Ordzhonikidzevskaya is held once in three years in the form of interview; certification procedures play a significant role in the formation and support of the system of the certification of the staff of the Administration. However their insufficient effectiveness due to their formal nature and the insufficient objectivity of the evaluation of the employees’ performance affect the usefulness of such procedures.

**Recommendations:** to improve the certification mechanism of the employees along the following directions:
- in the field of the improvement of the normative and legal basis;
- in the field of the optimization of the organizational form of behavior;
- in the field of the improvement of the methodological provision of the certification measures;
- in the field of the improvement of the professional level of the heads and specialists in the sphere of the certification processes.