Summary

Subject matter of qualification paper: ENHANCEMENT OF HUMAN RESOURCES ACTIVITIES IN LOCAL GOVERNMENT BODIES (based on the example of Budennovsk city administration, Stavropol Region)

Author: Mkrtychyan Anna Vakhtangovna

Scientific Supervisor: candidate of economic sciences, associate professor, Chair of economic theory, T. V. Kasaeva

Information about internship organization: Budennovsk city administration, Stavropol Region

Topicality of the research. Currently, competition shifts into personnel plane. It is generally recognized that the main production factor become people or, as they say, the staff. In this competitive world the winner will be the one who employs the best staff. Being aware of this fact, most commercial organizations are beginning to invest in the human factor. The same process takes place in local governments and municipal employees are required the skill to react promptly to adjust their activities in accordance with the situation.

Objective of the research: is to develop proposals for improving the organization of human recourses department activities in local governments, based on the study of the theoretical and practical aspects of the problem discussed.

Tasks of the research are:
- to define the concept of "personnel work" underlying its basic types in local government authorities;
- to consider the structure and qualification requirements for the skilled personnel department specialists of local government;
- to study foreign experience of human resources activities in the local government bodies;
- to identify organizational and economic bases of personnel work in the city administration of Budennovsk;
- to analyze the key types of human resources activities such as human resources reserve management and advanced training in the administration of Budennovsk;
- to identify ways of improving the organization of the main types of personnel work in the city administration of Budennovsk.

Theoretical and practical significance is determined by the conducted analysis of human resources department activities carried out under the local self-government authorities. This paper investigates the theoretical and practical problems which solution is able to improve the functioning of local government, in
particular of Budennovsk city administration, to optimize its staff, to ensure the satisfaction of social needs, domestic needs of local governments and the needs of their individual employees. Materials, especially the conclusions and recommendations of the study can be implemented by Budennovsk city administration, Stavropol Territory to improve the performance.

**Results of the research:**

Personnel work can be viewed from different perspectives: 1) as an internal quality system (municipal services), key elements of which are the subject - the control element (the head of the local government and the human resources department of the body) and the object - the controlled element (staff of the local government); 2) as a process, that is a number of interrelated areas and activities, including: the formation of personnel, the demand of the personnel, personnel stabilization.

Human resources activities in the municipality include: the formation of the staff for filling the posts of municipal services; preparation of proposals for the implementation of the legislation on municipal services and making these proposals to the representative of the employer (the employer); introducing work record cards for municipal employees; maintaining personal data of municipal employees; competition for the vacant positions of municipal services and the inclusion of municipal employees in the personnel reserve; certification of municipal employees and others.

**Recommendations:**

Recommendations for enhancing human resources activities in Budennovsk city administration are caused by the logic of the study and are concerned with the evaluation of personnel and its professional capacities, personnel reserve and implementation of internship institutions as elements of personnel work.

- it is recommended to expand the range of assessment methods by using the method of expert assessments, point measurement method, and the method of "360° certification"; to specify the quantity and quality of characteristics evaluated;
- concurrently with the certification of municipal employees Budennovsk city administration should assess their professional capacity;
- when working with the personnel reserve it is advisable to supplement the existing provisions with the individual plan of professional development included in personnel reserve;
- to implement the rotation and rejuvenate the staff in the administration of Budennovsk we consider it appropriate to organize internship Institute.