PUBLIC ADMINISTRATION MANAGEMENT
Number of classes: 30/15
Value expressed in ECTS points: 5/2

Description:

Public administration management is a new discipline that studies public administration from a non-legal aspect. This discipline was created by the evolution of some "old" disciplines that study public administration, such as the science of administration, public administration, the science of management, administrative science, etc. The goal is to make available new knowledge that is needed by the public administration, and which is lacking in our professional public.

Upon completion of the course, students will acquire knowledge about public policies and public management from the organizational and managerial side.

Public administration management is a concept that manages public administration, which is a living organism and that is changing, which means that public administration management manages changes in public administration and beyond.

Management of public organizations and institutions is vital for the effectiveness of public policies, because the results of policies are achieved by public organizations and institutions, today increasingly through complex networks made up of public, non-governmental and private sector entities.

This course sheds a different light on public administration and shows that administration is not just what is written in laws and administrative regulations, but that administration is everything that surrounds us.

We want to show students and the professional public that knowledge and profession are above all policies and that policies can be a "good thing" if we truly want to improve governance, society and our daily lives.

Course content:

- PUBLIC ADMINISTRATION MANAGEMENT: concept, subject and method, concept of management as a process (management processes: planning process, organizing process, management process, control process; areas of public administration management), identification of public administration process, networking of public administration process.
- PUBLIC ADMINISTRATION MODELS: state administration model, administration model as service public, new public management model, e-government model
- networking governance model.
- PUBLIC ADMINISTRATION MANAGEMENT STYLES: efficiency and effectiveness of public administration, regulatory management, results-oriented management, user-oriented management - quality management, CAF and ISO, performance management, key International and national documents.
- PUBLIC POLICY MANAGEMENT: concept of public policy, quality policy in public administration, concept and significance of public policy evaluation, origin and development of public policy evaluation, subject and methods of public policy evaluation, instruments of public policy evaluation, stages of public policy evaluation, process and techniques of public policy evaluations, evaluation stakeholders, evaluation organization.

- STRATEGIC PUBLIC ADMINISTRATION MANAGEMENT (STRATEGIC MANAGEMENT): defining strategic goals, identification of stakeholders, SWOT analysis, strategic planning in 10 steps, strategic action plan and its revision, application of the concept of overall quality management in public administration, general plan for self-evaluation (CAF).
- NORMATIVE INTERVENTION MANAGEMENT: analysis of the effects of regulations - concept, benefits and goals (RIA), principles of RIA, phases of RIA process, activities carried out during ria phases.
- LOCAL SELF-GOVERNMENT MANAGEMENT: concept, subject and significance, local self-government reform, areas of local self-government management, local manager model.
- HUMAN RESOURCES MANAGEMENT: concept, importance and goals, human resources manager and management processes, people in management, analysis of jobs and work operations and human resources planning, employment management (recruitment) and selection of candidates, training and development (training) of employees, career management (career advancement of employees), evaluation of employee performance, employee motivation, rewarding and promotion of employees, protection of employee health and safety, leaving the organization (employee turnover) and organizational changes, social responsibility of public administration, ethics of public administration (administrative culture); Human resources management in local self-government (European Charter of Local Self-Government, comparative solutions, Basic characteristics of the Serbian system of local self-government, HRM function and HRM activities, HRM models in local self-government).
- FINANCES IN PUBLIC ADMINISTRATION: planning and budgeting of public expenditures, efficient and effective budget execution, efficient budget control, financial reporting in the public sector, external control of public finances.

- E-GOVERNMENT: information society and public administration, information function of the state, the concept of e-government, goals of e-government, activities (functions) of e-government, automation of administrative decision-making, assumptions of e-government, organizational structure (architecture) of e-government , legal regulation of e-government, social consequences and problems of e-government, practical aspects of e-government (e-government, data exchange through e-government system, key regulations, terms, principles, government service bus, e-registers, Metaregister, users, Portal of E-government, Payments, Open data portal, electronic administrative procedure, electronic delivery, electronic solutions); Protection of personal data (concept and characteristics, data protection and the right to privacy, the most important international and national documents, EU Directive 95/46; GDPR, Constitutional Basis, Law on Personal Data Protection 1998, 2008, 2018).
- CIVIC PARTICIPATION IN DECISION-MAKING IN PUBLIC ADMINISTRATION: concept and characteristics of participation, the most important international sources, advantages and disadvantages, citizen participation in political decision-making, Additional Protocol on the right of citizens to participate in public affairs from 2009, citizen participation in the affairs of local self-government, the use of social networks.

Prerequisites required:

No special prior knowledge is required for this introductory course.

Implementers:

Dr. Predrag Dimitrijević, **dr. Dejan Vučetić**, and within certain subjects other classes are planned.