

The management of human resource in the local government

Through the presentation of the status of application of civil service in the Republic of Albania

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Abstract

The aim of this study: This study aims to pick up the transparency and the efficiency in the management of human resource, through the presentation of the state of the Law "For the civil service" in the Republic of Albania and especially in the administration of the local government, recommending some ways to go on in this field, that will be the basis for the good progress in the local government.

Methodology: Five municipalities were chosen to realise this study. Concretely, they are Vlore, Berat, Durres, Shkoder and Elbasan, where the study visits were applied and then the interviewing of the white collars through questions.

Two forms of questionnaires were prepared. The first one for the white collars of different levels and the second is for the responsible administrators for the human resource.

Results: This study will introduce efficiency in the management of human resource in the chosen municipalities, through elaboration, analysis and the interpretation of the information, seeing the civil service in the point of view of the white collars themselves of the different levels and from the point of view of the responsible authority for the human resource.

Also in the study will be combined the analysis of the result based on the identified causes with the actual legislation for the civil service in Albania.

The conclusion: Through this study will be aimed to be realised a reflection of the reality state of the management of human resource and will become possible the awareness of the responsible authority for the human resource, in order to follow on towards the best selection of specialists according to the job description and of the civil employment service and their qualification based on the legislation of the civil service and also provision of continuous protection, whenever the political changes may be.

Let this study be an incitement to evaluate more the white collar, the way of his selection according to the law of "Civil Services in the Albanian Republic" and also the implementation of this law in order to consolidate the public administration at local level.

Key words: law, municipality, the responsible administrators, human resource, civil services.

Introduction

This study aims to enhance transparency and efficiency in human resource management through the introduction of state of implementation of the Law "On Civil Service" in the administration of local government by recommending a few ways to move further in this field based on performance work throughout the local administration.[1] Also by this study enable awareness of employees responsible for human resources to consistently follow the best selection of specialists to the requirements of the job and civil service, and their qualifications based on civil service legislation.

The reasons that prompted the company of such a study are the awareness of civil servants and human resources directorate to achieve effective goals for the democratization of local governance, empowerment of local administration, further training of her employees, to better serve the community. [2]

One of the values is that the study used a comparative look at addressing the problems between the two local election periods, 2003-2007 and 2007 and on, which creates the possibility of recognizing the continuity of concerns and practices used to recruit local administration staff.

On the other hand, this study will serve to raise awareness of the leaders of municipalities and all elected local government to handle the responsibility of specialists selected and trained to defend their continuation despite the electoral changes.

In this way, efficiency will have performed work in years for training workers to perform tasks correctly the legal community whose responsibility before serving.

Let this be an incentive for study to assess civil servants more, the manner of his selection by the Civil Service Law and the whole implementation of this law to consolidate public administration at the local level.

Methodology

Study visits were conducted at selected municipalities as previously prepared questionnaires were sent municipalities were selected by a north-south geographical distribution by combining different levels and different levels clerks.

Were prepared and distributed two types of survey questionnaires addressed first officers at various levels of administration in five selected municipalities, with questions about the elements of collar white. There were propagated and distributed about 120 questionnaires completed and returned by 100 such administrations five municipalities or 85% of the forecast.

The questionnaire contains questions that throw light on the concrete implementation of the law "For status of civil service" and that he recommends procedures for recruiting.

In this questionnaire survey was distributed and who directed the Managing Director responsible for human resources in order to obtain accurate data of the official which can compare with the results of the questionnaire addressed to administration officials. Questionnaires were received for the five-to municipalities or 100% of forecast. It was possible to compare the data for the two periods 2003-2007 and 2007 mandatory in order to study the processes of performance trends.

MAP OF PARTICIPATION



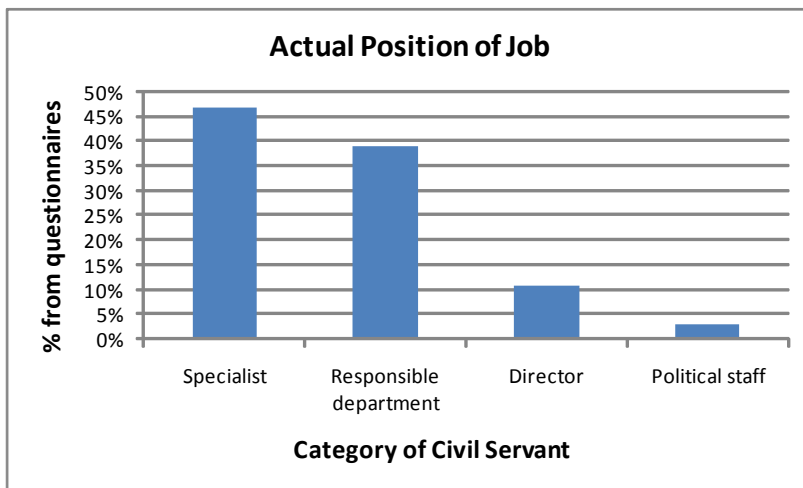
RESULTS OF QUESTIONNAIRES

The data obtained from the questionnaire completed by the authority responsible human resources, was calculated the average number of employees of the administration of five municipalities in order to realize more clearly the effects% recorded in the following questions.

Through questions included in questionnaires and relevant comments were made about the employees of municipalities and questioning.

1. What kind of levels did you represent?

- Specialist
- Responsible department
- Director
- Political staff



- 39% of respondents currently working with the task of sector responsibilities
- 47% are specialists
- 11% director of the department or directorate
- 3% are political staff

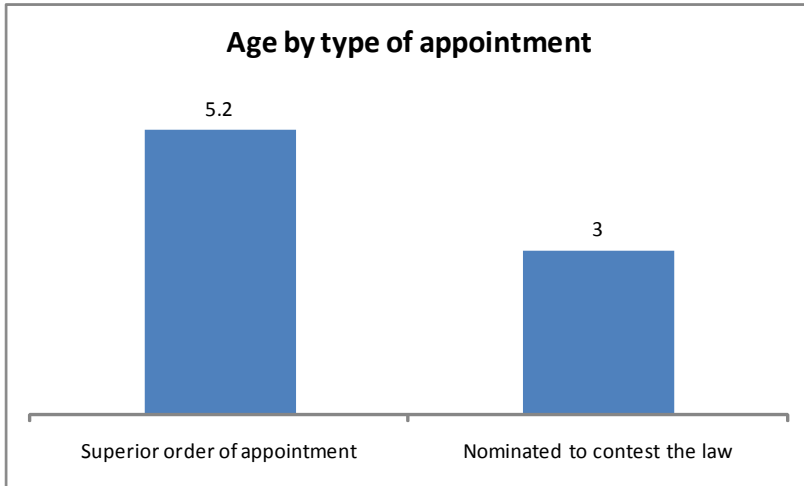
These reports show that we can answer as accurate and as close to reality.

2. How are you appointed to current position?

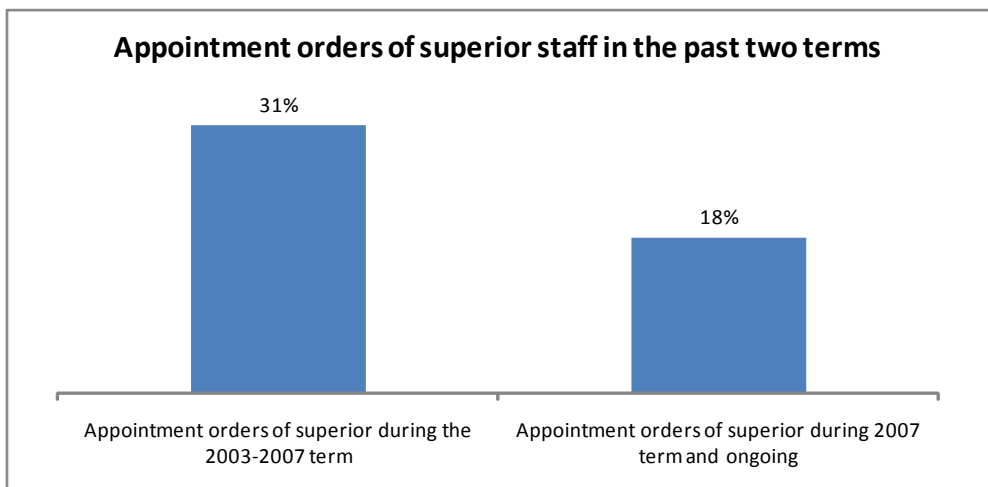
- a) order the institution to the superior 49%
- b) the competition according to law 51%



As observed from the graph 49% of respondents are employed by the superior command of the institution, and 51% according to procedures recommended by the law “On status of civil servants”.

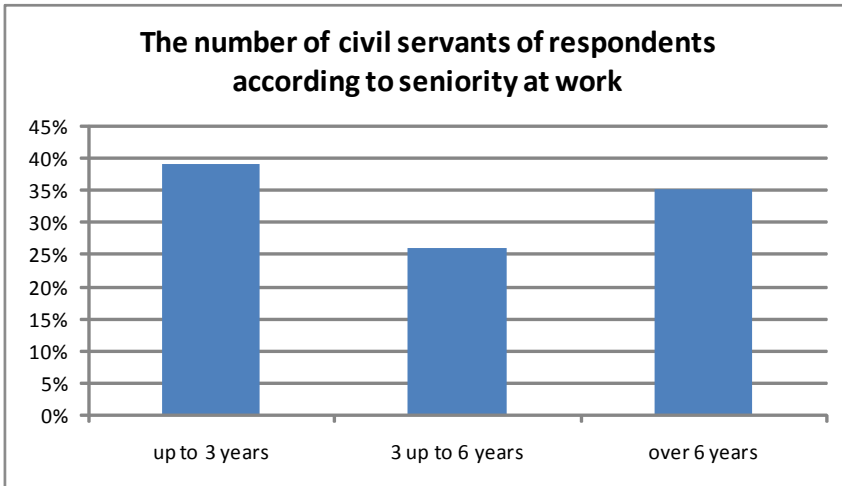


From the calculations used at work by questionnaire addressed to the authority responsible for human resources at the municipal administration appears that those who are appointed by order of the superior of the institution have an average of 5.2 years of work in municipal administration, while those who have been appointed to 3 years competition.



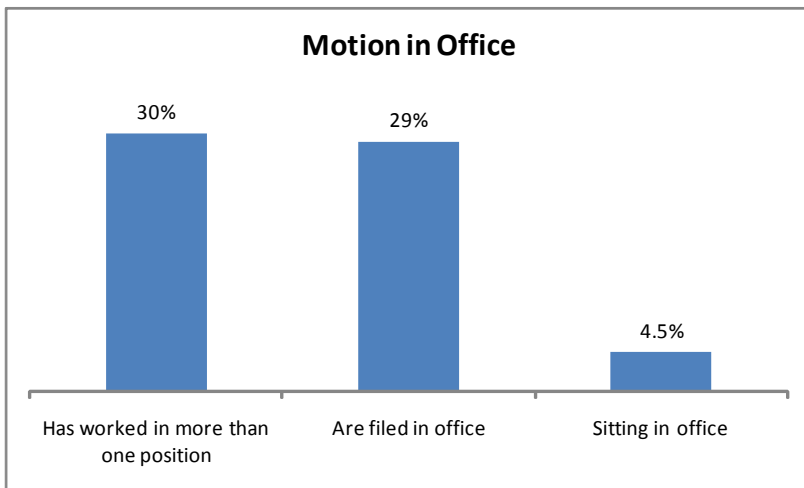
By use of data obtained from the authority in charge of human resources referred to us the average number of employees found that 31% of the administration is appointed by order of the superior of the institution during the 2003-2007 term and 18% during the next term in 2007.

3. How long have you been working in the municipality



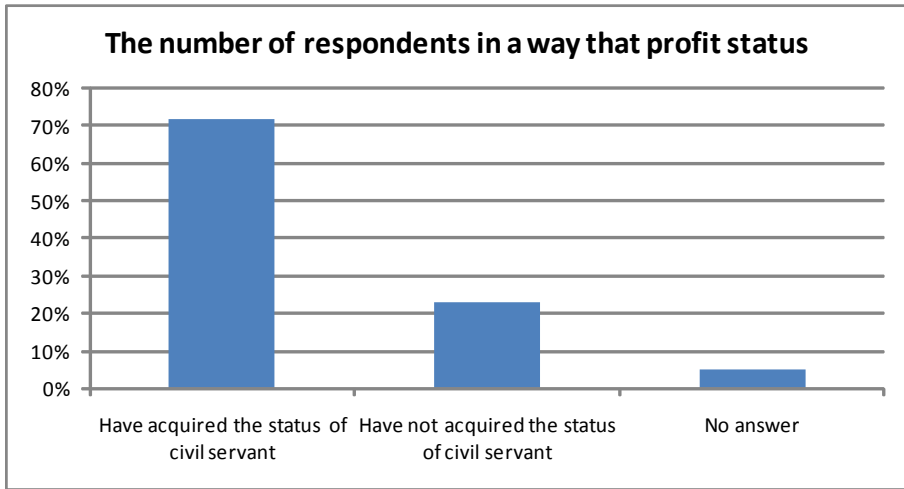
About 39% of respondents have less than 3 years working in municipal government
 About 26% of respondents have 3-6 years working in municipal government
 About 35% of respondents have over 6 years working in municipal government
 Average older work at the municipal administration to respondents is 5.4 years.

4 - Do you have changed your job position?

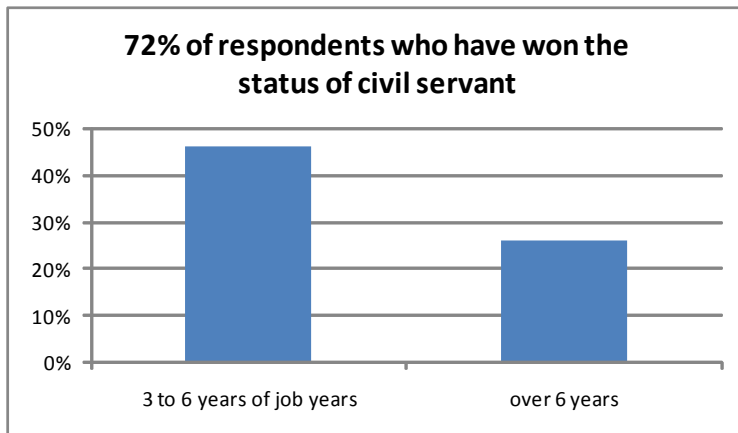


About 30% of respondents have worked in more than one job position
 About 29% of the respondents were raised in the task
 About 4.5% of the respondents are sitting in the office

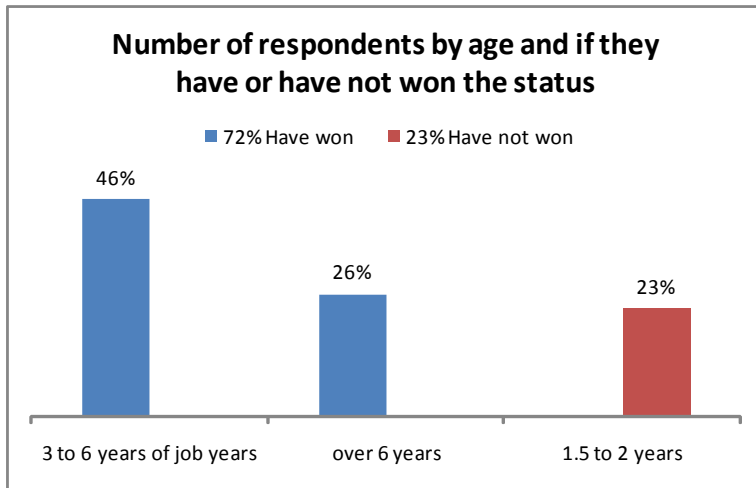
5. Did you gain the status of civil servants?



72% of the respondents have acquired the status of civil servants
23% have not yet won the status of civil servants
5% did not respond might not know



As a result of a comparison with the numbers of working age in 72% of respondents who have acquired the status of civil servants, have seniority 3-6 years about 46% and over 6 years around 26%.

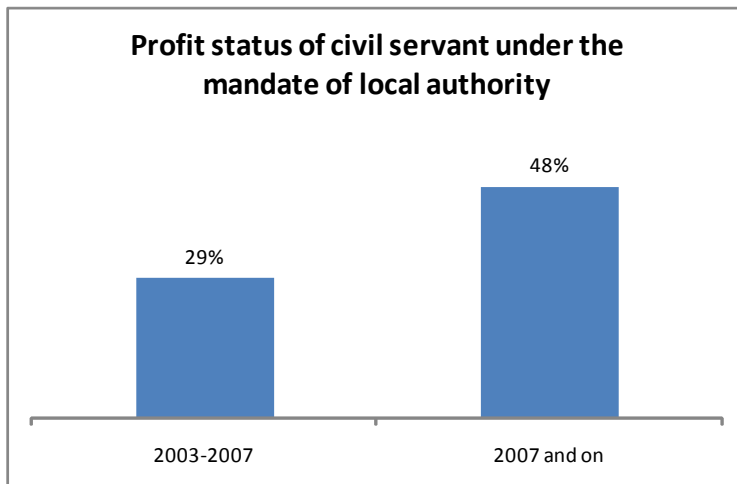


From 23% of employees who have not yet acquired the status of civil servants notice that their average age is about 1.5 - 2 years which makes to think that their admission procedures are delayed in time.

Should seriously reflect on the reasons that push 5% of respondents not knowing they have earned the status of civil servants or not.

The data obtained from the responsible human resources turns us:

In general part of the administration that has gained the status of civil servant occupies 48% of the average number of employees in the next term in 2007, against 29% who occupied the 2003-2007 term. Despite the overall increase of 19% recorded clearly seen that there is still much to do.



Conclusions

- Violations of civil service in most cases recorded by lack of precise legal recruitment procedures (Section 13.14) and therefore cannot protect employees from civil service structure as it does not enjoy the rights of civil servants. Just for this reason in 2005 was the review of complaints dismissed 64 employees
- The study was noticed that the administrations of local government units primarily
- have:
 - Redundant equipment
 - Dysfunctional
 - Not efficient
- what means that the costs to employees does not justify the specific task they perform.
- By monitoring the accession process in the civil service was noted these problems:
 - The number of appointments conducted by the heads of municipality free competition is still high, being justified in some cases to act quickly and in some cases for lack of competition.
 - Not publicly advertised job vacancies
 - Number of competitor generally not exceeding three competitors by eliminating the testing phase in references to Article 13 of the Law "On status of civil servants"
 - No time limit complaints respected point 6 of Article 13 of Law 8549, dated 11.11.1999 "On the status of civil servants"
- Legal documents and laws are not recognized by most of the administration of units local government.
- The budget of many local governments cannot afford implementation complete schedule or staff recruitment procedures. [3]
- In small units of local recruitment scheme finds difficult to implement because there is lack of education and recorded applicant removal specialists to major cities, causing or fill vacancies in irregular or not meeting of these countries with civil service employees. [4]

Recommendations

In units of Local Government law enforcement civil service has been problematic and remains so despite the improvements recorded.

Shortcomings in the full implementation of the law relating to the lack of identified specific provisions should specifically regulate the civil service in local government units.

Specifically:

- Organic Law “On organization and functioning of local government” must include the role of Secretary General or the person as equal to the difficult implementation of civil service scheme in accordance with Law No. 8549. date, 11/11/1999.[5]. Setting scheme serves as Secretary General coordination and demarcation point between the administrative and political level
- Continuous training of employees to human resource departments, in connection with the preparation of procedures for recruiting employees.
- Monitoring the DAP of the structures of local government, and interference with recommendations to minimize not efficient structures.
- Punishment of direct superiors for appointments without competition, regardless of excuses.
- Establish timelines duration labor relations civil servants in the administration of small government entities, and not allowing parallel movement towards greater local entities, without fulfilling the legal term.[6]
- Estimates of a particular item in the budget from the decision making bodies local government to cope with the recruitment procedures.

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