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SPECIFICITY OF THE STATE PERSONNEL POLICY OF THE CIVIL DEFENSE SERVICE

ОСОБЛИВОСТІ ДЕРЖАВНОЇ КАДРОВОЇ ПОЛІТИКИ СЛУЖБИ ЦИВІЛЬНОГО ЗАХИСТУ

The article reveals the peculiarities of the state personnel policy of the civil protection service. Elements of the state personnel policy of the Civil Protection Service of Ukraine are described. The classification of its features has been improved. The further development of the understanding of the hierarchy of requirements for the personnel of the State Emergency Service of Ukraine at different stages of service is determined. The priority directions of further development of the state personnel policy of the Civil Protection Service of Ukraine are outlined.

Keywords: *state, staff policy, SES of Ukraine, civil protection system, career, priority areas.*

У статті розкрито особливості державної кадрової політики служби цивільного захисту. Охарактеризовано елементи державної кадрової політики служби цивільного захисту України. Удосконалено класифікацію її ознак. Визначено подальший розвиток розуміння ієрархії вимог до особового складу ДСНС України на різних етапах проходження служби. Окреслено пріоритетні напрями подальшого розвитку державної кадрової політики служби цивільного захисту України.

Ключові слова: *держава, кадрова політика, ДСНС України, система цивільного захисту, кар'єра, пріоритетні напрями.*

Problem setting. Despite the general desire for security, neither individuals nor states are able to fully protect humanity from emergencies. However, this in no way diminishes the importance of the state in this process, as it is its structural units that carry out surveillance and preventive activities and rapid response to emergencies as a form of civil protection of the population and territories. That is why people serving in the civil defense deserve special attention.

Thus, it is the professionalism of the personnel and staff of the SES of Ukraine that largely determines the consequences of emergencies, and therefore

the problem of improving the state personnel policy in this area remains relevant.

Paper objective. The purpose of the article is to develop recommendations for improving the personnel policy of the Civil Defense Service of Ukraine. To achieve this goal it is necessary to solve the following tasks:

1. to characterize the elements of the state personnel policy of the Civil Defense Service of Ukraine;
2. to improve the classification of its features;
3. to ensure further development of understanding of the hierarchy of requirements for the staff of the SES of Ukraine at different stages of their careers;
4. to identify priority areas for further development of the state personnel policy of the Civil Defense Service of Ukraine.

Paper main body. The issue of personnel policy, staff development has been and remains insufficiently studied. It is considered not only as an economic category, but also studied by other sciences, covers a fairly large niche in research and plays a key role in the production activities of enterprises, institutions and organizations in domestic and foreign markets.

The main elements of the existing system of training for the civil defense service can be divided into individual (in a certain area (specialty, specialization) and level of education, which should correspond to the profession and position he holds) and general (training of government agencies and civil defense forces to perform emergency response tasks) training, each of which may contain components that are characterized by their inherent purpose and features of functioning. Thus, the following components of the subsystem can be distinguished in the system of individual training: training of ordinaries and officers of the civil defense service; training of rescuers, other key employees of professional rescue services; training of non-core (auxiliary) personnel of professional rescue services; training of personnel of other emergency services (non-professional, communal, object and public organizations); retraining and advanced training of medical workers from among the rank and file and senior staff of the Civil Defense Service and employees of professional rescue services; training of management and specialists whose activities are related to the organization and implementation of measures for civil protection.

Vocational guidance and initial training of specialists is carried out by branch universities (National University of Civil Defense of Ukraine, Lviv State University of Life Safety), their structural subdivisions (Cherkasy Heroes of Chernobyl Fire Safety Institute, Vinnytsia Higher Vocational School), military and technical universities, etc. As there is only one specialized general education institution in Ukraine today (Vinnytsia Lyceum of Civil Defense), the selection of the vast majority of entrants to NUCDU and LSU LS is carried out from among school graduates who intend to serve in the SES of Ukraine. Applicants must receive high marks based on the results of the external evaluation, confirm the appropriate level of physical fitness. In order to encourage such persons to enter ed-

educational institutions, they should conduct active career guidance work.

Ensuring the selection and placement of personnel - the selection of suitable from among the applicants and their appointment to available vacancies. After special inspection, citizens of Ukraine who have reached the age of 18 and are capable of their personal and moral qualities, educational and professional level and state of health are admitted to the service of bodies and subdivisions of the Civil Defense Service of Ukraine on a competitive and contractual basis appropriate performance of official duties. A contract for service in civil defense bodies and units is a written agreement concluded between a citizen of Ukraine and the state on whose behalf the SES of Ukraine acts to establish legal relations between the parties during the service. The first contract of service is concluded for the period: studying (with students and cadets of universities of the SES of Ukraine), from 3 to 5 years (with persons recruited under contract for positions to be replaced by ordinary and junior officers), from 3 up to 10 years (with persons who are hired under a contract for positions to be replaced by persons of middle, senior and senior management). After the expiration of the contract, the service may be extended each time under a new contract for the period specified above, until reaching the age limit for service or the period for which the person is left in the service beyond the age limit for service. The duration of the last contract is determined by the period remaining until the person reaches the age limit for service, or the period for which he or she is left in the service beyond the age limit for service.

Ordinaries and officers are appointed to full-time positions by orders on the personnel of chiefs in accordance with the Nomenclature of positions in bodies and units of civil protection, approved by the SES of Ukraine, in compliance with such requirements as defined by the Resolution of the Cabinet of Ministers of Ukraine of July 11, 2013 № 629 "Approval of the Regulations on the procedure for passing the civil protection service by persons of the rank and file and the recognition of certain resolutions of the Cabinet of Ministers of Ukraine as invalid". Despite the existence of three legal forms of replacement of managerial positions (appointments, elections, selection by competition), the Civil Defense Service of Ukraine mainly uses administrative appointments [1].

Ordinaries and officers may be assigned by order of the head of the relevant body or unit of civil protection to perform duties in a non-vacant (occupied) position during the stay of the person holding it, for long-term treatment, training, foreign business trip or leave on with pregnancy and childbirth. Maximum age of service in the bodies and units of civil protection: for persons of ordinary, junior and middle management - up to 50 years; for senior management - up to 55 years; for higher management - up to 60 years. If it is necessary, members of the rank and file, who have high professional training and experience in practical work in the position, recognized as fit for health in the service, may be left at their request in the service beyond the age limit for service, but not more than five years.

Certification is an examination and assessment of professional, business and

personal qualities of personnel. It is on the basis of the results of such assessment that decisions are made not only on the suitability of persons for the positions they hold, but also on the need for staff rotation, promotion or inclusion in the personnel reserve. Certification of ordinaries and officers is carried out for each of the positions, but not earlier than five years after the last one, as well as in case of expiration of the contract or its termination by one of the parties, during the appointment to a higher position or transfer to a lower position and dismissal, provided that the transfer or dismissal is carried out at the end of the year from the date of the last certification. Certification of cadets and students of universities of the SES of Ukraine is carried out immediately after graduation and is not repeated in the same year at the new place of service.

Staff rotation is a periodic replacement of staff (promotion, demotion, transfer, dismissal), which contributes not only to more effective use of moral and ethical, professional, business and personal qualities of personnel, but also to combat corruption, expand and deepen their professional knowledge and skills. Instead, insufficient staff renewal and excessive turnover can lead to negative consequences in the activities of bodies and departments of the civil protection system: strengthening of informal relations, formation of conservatism of thinking and standard decisions, reduction of influence on the team and objectivity in assessing the results careers, etc. However, frequent staff movements should also be avoided. Rotation is carried out in compliance with the following requirements: transfer to the service is carried out, as a rule, without enrollment at the disposal of the head of the relevant body or civil defense unit; the transfer of ordinaries and officers who have not reached the age limit for service and recognized by the military medical commission on the basis of health is limited to fit for service, from those held to other positions in which they can perform duties taking into account the state of health training and experience is carried out by the relevant chiefs only for the positions specified in the conclusion of the military medical commission. In case of the absence of such positions, these individuals of the rank and file and senior staff are dismissed in the prescribed manner.

Promotion of ordinaries and officers is usually carried out on a competitive basis, taking into account their educational level, professional, business and moral qualities, performance and demonstrated ability to perform duties in senior positions, as well as health status. Ordinaries and officers, transferred to lower positions due to redundancies or organizational arrangements have a priority right to promotion. Formation of personnel reserve is the selection of the most capable, active and trained personnel who, according to personal and professional qualities, and subject to certain additional training can be appointed to higher positions. Qualitative selection and training of promising employees, using modern science-based training programs for candidates to fill vacant management positions, is especially important in the interests of ensuring the continuity of management, accelerated replacement of key management positions, especially in the growing

need for new types of managers. As the candidate is selected for a specific position, it is necessary to take into account not only his ability to perform certain functions, but also to adapt to a specific team.

Retraining and advanced training of personnel is a periodic acquisition of new knowledge, skills and abilities in connection with the growth of requirements for the profession, promotion or change of profession. Resolution of the Cabinet of Ministers of Ukraine of October 23, 2013 № 819 "On approval of the Procedure for training of management and specialists whose activities are related to the organization and implementation of measures on civil protection" approved the structure of training of management and specialists in civil protection, which includes: conducting functional training (training of persons who according to the classification of professions belong to managers, professionals and specialists, in order to acquire and systematically update special knowledge, skills and abilities in civil defense) and practical training (consolidation of management and specialists of theoretical knowledge on civil protection and acquisition by them of skills and experience of performance of tasks and functions during command-staff, staff and special object trainings and trainings on questions of civil defense) [2].

Retraining of officers transferred to the civil defense system of Ukraine from the Armed Forces, Ministry of Internal Affairs of Ukraine, SBU and other military formations, management of state professional rescue, specialized formations of the SES of Ukraine and other professional rescue services, as well as specialists to replace staff positions in the field of civil protection at enterprises, institutions and organizations, regardless of ownership, is held on the basis of full higher education in higher education civil protection system. Thus, once in 5 years, professional development programs are used to improve the skills of civil defense officers and management and supervisory staff of state professional rescue and specialized formations of the SES of Ukraine, other professional rescue services, as well as staff in the field of civil protection at enterprises, institutions and organizations. The duration of in-service training does not exceed four weeks [3].

Training of ordinaries and officers of civil defense bodies and units is a system of organizational, didactic, technical and operational-tactical measures aimed at improving the level of knowledge, skills, abilities and professional qualities of personnel in certain positions in order to ensure the successful completion of tasks by appointment. The terms and content of studying are determined by studying plans and programs that are developed, reviewed, agreed and approved in the prescribed manner. The heads of bodies and departments are personally responsible for the organization and conduct of studying with subordinate personnel. Planning, organization of studying activities in territorial governing bodies is entrusted to the relevant staff units, and in other structural units - to the responsible persons of these units. The control over carrying out of practical exercises (trainings) in divisions is carried out by operatively-duty services of territorial management bodies.

Particular attention should be paid to preventing violations of the established

procedure for appointments and dismissals of managers, the requirements of current legislation on the admission of citizens to the civil service, dismissal of civil servants, admission to the civil defense service and assignment of ranks to civil servants and special ranks, management, training, retraining and advanced training, rewarding employees and personnel records. At the same time, there are still shortcomings in the registration of personal files of ordinaries and officers of the civil protection service. Also there are cases of appointment of persons to positions of managerial staff whose educational and professional qualification level does not meet professional qualification requirements.

Conclusions of the research. The conducted generalizations allowed to improve the classification of features of the state personnel policy in the system of civil protection. The results of the study allows to suggest that the specifics of the state personnel policy of the SES of Ukraine determines the content of its elements. Continuation of scientific research on the opened topic should be aimed at creating favorable conditions for improving the quality of staffing of bodies and departments of the SES of Ukraine and increasing the motivation of personnel.

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