

PLANNING AND RECRUITMENT OF HUMAN RESOURCES IN THE APIA (AGENCY FOR PAYMENTS AND INTERVENTIONS IN AGRICULTURE)

PLANIFICAREA ȘI RECRUTAREA RESURSELOR UMANE IN CADRUL APIA (AGENȚIA DE PLĂȚI ȘI INTERVENȚII ÎN AGRICULTURĂ)

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Agency for Payments and Interventions in Agriculture Suceava

Abstract. *For any successful organization, human resources is the kernel around which revolve all other resources (material, financial, information) and issues concerning the recruitment, selection, training, development, evaluation, reward and motivation are the main directions of research of human resource management of any organization. This paper seeks to examine issues related to recruitment, selection and hiring of human resources in the APIA Suceava. Thus, the work includes issues related to human resources planning process, the production stages of the recruitment process, recruitment sources, problems with the process of sorting the various methods of recruitment and the end of the paper we addressed the issue of evaluating the effectiveness and efficiency of recruitment. What is to be noted is the need to develop planning and in particular to establish recruitment plan in the APIA Suceava. The most recommended for use, that the interview and selection tests, are highlighted in this work.*

Key words: planning, recruitment, human resources, APIA

Rezumat. *Pentru orice organizație de succes, resursele umane reprezintă nucleul în jurul cărora gravitează toate celelalte resurse (materiale, financiare, informaționale), iar problemele privind recrutarea, selecția, instruirea, perfecționarea, evaluarea, recompensarea și motivarea constituie principalele direcții de cercetare a managementului resurselor umane a oricărei organizații. Prezenta lucrare, își propune să analizeze probleme legate de recrutarea, selecția și angajarea resurselor umane în cadrul APIA Suceava. Astfel, lucrarea cuprinde probleme legate de procesul de planificare a resurselor umane, în cadrul APIA Suceava, prezentarea etapelor procesului de recrutare, sursele de recrutare, probleme legate de procesul de triere, diverse metode de recrutare iar la sfârșitul lucrării am abordat problema evaluării eficacității și eficienței recrutării. Ceea ce se dorește reținut este necesitatea elaborării unei planificări și în particular stabilirea unui plan de recrutare în cadrul APIA Suceava. Metodele cele mai recomandate a fi utilizate, respectiv interviul și testele de selecție, sunt evidențiate în această lucrare.*

Cuvinte cheie: planificare, recrutare, resurse umane, APIA.

INTRODUCTION

Analysis of the Human Resources Agency has the APIA cell changes that occur as a result of regulations imposed by the EU and how this transition will be made to its rules and laws, since it is strongly influenced by the quality

management practices. We say that a new type of management practice at the new public agency is one of the main lines of action to improve the market economy.

Fundamental attributes of such management are: variety, flexibility, dynamism, creativity and efficiency. Thus, while political change, it feels a nine trend in public administration both at central and local level as a tendency to move to new forms of governance, EU, which has revolutionized the entire administrative structure in Romania (Ciurea I.V., 1999; Ciurea I.V., Brezuleanu S., Ungureanu G., 2005).

This reform, however, could not be successfully implemented until the end, on the grounds that old mentality was very deeply rooted in civil servants who fulfill their service obligations only doing favors different political groups in order to remain comfortable armchairs.

MATERIAL AND METHOD

The methodology that was used for processing information gathered in the paper, presenting results and drawing conclusions, have based methods and the sociological and economic study of the APIA-Suceava, agricultural statistics, economic evidence, economic experiment, analysis and synthesis.

The most recommended to be used, that the interview and selection tests are shown in this paper.

RESULTS AND DISCUSSIONS

Directorate for Human Resources Management is the agency specialized structure which performs the duties, tasks and responsibilities in human resources, training, professional training, organization and personnel management for the central and district branches of the agency and has mainly the following functions:

- setting overall strategy for coordination of human resources and personnel management for the central and district branches of the agency;
- coordinates programs and develops proposals that meet the requirements of European integration in the field of selection, recruitment and hiring, payroll, personnel training and training district headquarters and branch;
- carry out related activities for the management of Community grants financial assistance, financial and legislative.

Direction is comprised of the following departments: Department Administration Payroll and public functions and in turn includes the Human Resources Department, Personnel and Training Service. The priorities for the next period Personnel Training Service is responsible for:

- Identify alternative resources for financing training activities for employees APIA;
- Creating own training center for employees;
- Establish a platform for e-learning and discussion forum; to foster interdepartmental communication.
- Service determining remuneration and Civil Administration shall:

- Member nominal developed organizational structure and headquarters personnel, organizational framework and personnel for Member named county centers and centralized states functions, which require the approval of the Director General of the Agency; Ensure preparation, update, maintain and track records of professional civil servants;
- Base, together with economic direction, personnel costs needs to develop a draft state budget and revised budget;
- Prepare and edit, in collaboration with departments of the Agency structure, organization and operation Regulation and Rules for Structure and Regulation of organizational and operational framework for district centers;
- Contrasegnare coordinates the development and evaluation reports in relation to individual job performance and job requirements in accordance with applicable law;
- Coordinates the development of job descriptions of staff in the central and district centers of the Agency;
- Developed, centralized plan for the occupation of public offices and send it to the Ministry of Agriculture and Rural Development;
- Liaises with the National Agency of Civil Servants and cooperate with it to solve problems that arise in the application of specific regulations for civil servants;
- Provide data and participate in projects for structural development;
- Develop documentation approving individual awards within funds established by applicable regulations and subject to approval by the Agency head;
- establish, maintain complete books and work for employees in the central and district centers and manages the Agency's register of employees filing.
- Prepare draft decisions on the appointment/release, termination, modification or suspension ratio of service/work, establishing the rights of labor, and draft decisions on punishment for employees in the central and district centers of the Agency;
- Develop programming documentation leaves and seeks how to perform or reprogramming of these holidays,
- Provide evidence of declarations of assets and interests of officials of the central and district centers of Agency;
- Shall, periodically or whenever appropriate, statistical reports them to the institutions concerned;
- Provides recruitment and selection, development documentation for obtaining permits under the regulations in force on the organization of competitions for the vacancy. Recruitment is a natural step in the development of human resources strategy and planning. It is a basic step to ensure staff, very important step that requires special techniques, quality recruitment firm conditional on future performance.

Thus, recruitment is a process of searching, identifying, locating and attracting potential candidates from which to select the most competitive and best serve the needs and interests of the organization. However, recruitment is a public process by which the offer becomes known to those concerned and is a two-way communication: the organization - the candidate and the candidate – organization.

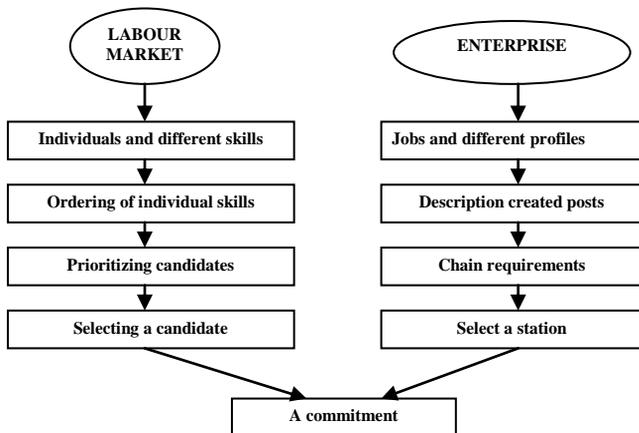


Fig. 1. Human resource planning

Tabelul 1

Characterization of human resources recruitment methods

Methods	Caracteristics
Advertisement	- Attract applicants apreciază that can perform specified activities
	- An unsatisfactory response can not be analyzed
	- The results are influenced by the media
	- provide few details about the item
	- to achieve the goal depends on a large number of readers without work or who, although they service and want to change it, considering that occupy vacant position described.
Looking for	- Concerns directly, most competent candidates
	- Use a specification precise, detailed and complex
	- Results are not affected by irrelevant factors
	- Applicants, being objective can be assessed properly
	- Predetermined criteria creates a mutual trust in the client and candidate decisions.

Methods	Characteristics
Knowledge Network	- It is known only to people, using an emotional statement, appraisals can be subjective
	- the results are influenced by the subjectivity
	- Addresses of persons who are not interested in filling job
	- Coverage of potential candidates is limited
Use of advisers	- Time spent on recruitment is high.
	- Ensure good recruitment when advisers are competent - Counselors use actually advertising method.
File with potential employees	- Ensures that information is rapidly recruiting clear, complete, honest, explained
	- The information contained does not constitute sources of error or intepretări
Marketing Activitiies	- Consider recruitment as a marketing activity, and can identify persons who meet the job requirements
	- Attracting people to ensure that job
	- Allow highlighting the quality requirements necessary job

There are several ways to obtain a clear vision of performance criteria required for a job. The most effective being to hold a meeting (known as the panel of experts;) to people within the organization who have responsibilities far greater than those posed by the post in question and / or persons who need to increase their efficiency, the results of this post.

During the meeting, performance criteria, is placed in the context of the organization and main results will be investigating what job requires and how those results will affect other items. These results; are reported not only the productivity but also quality standards and behavior.

Once established aspects of performance valued by the organization, the selection process will consist not only in finding people able to secure a position, they must be able to achieve higher levels of performance:

- **The structure** for the Agency for Payments and Intervention for Agriculture - Suceava accessed include: - Service Examinations aid application service over grant applications by farmers, applicants for financial support under the legal provisions, to record and verify them solcitare records subject to approval;
- **Service Integrated Administration and Control System (IACS)** is responsible for creating the database to register Farms, the identification of agricultural parcels, the creation of the Land Parcel Identification System;
- **Office IT Aministrativ**, Archives: activity in two phases: accounting and information technology;
- **Controls Field Service, Inspection:** provides field and remote sensing control sample of farms that have applied for grant support SAPS, respectively for additional financial support from the state budget funded.

CONCLUSIONS

Recruitment is a natural step in the process of developing the strategy and human resources planning. It is a basic step to ensure staff, very important step that requires special techniques, quality recruitment conditioning the future performance of APIA. The book aims to be a true guide to highlight aspects of APIA Suceava on recruitment, selection, efficiency and improve the quality of human resources through a detailed analysis perspective.

Implementing an effective management system in government acquires major facets, since it will lead to the professionalization of public administration activities, the changing values and mode of action of the public staff, the development of managerial concepts characteristic of modern government.

In this context the work was performed a comprehensive analysis, the integrity, human resource management in public administration in Romania, a result which highlighted the problems and made concrete proposals on the implementation and development of reasoned public service.

Improving human resources planning and recruitment within the APIA APIA Suceava requires the following:

- increase transparency in the recruitment of human resources by informing and involving the wider civil society;
- extended citizens access to information about employment in Apia, through the Internet;
- organization more effective spaces for public relations services;
- constantly updating the Web page of the agency with relevant and useful information, future employee must provide answers / solutions to effective requirements/customer needs quickly and in a courteous manner;

Organizations that candidates selected in this way, not only the chance to achieve its goals, but also to dominate the type of environmental stimulus, which may lead to increased job satisfaction for employees.

Being solved key criteria of the job, the next stage of the selection process will be to identify the personal qualities required of new owners, qualities which enable them to achieve performance levels that the organization needs.

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