

Applicability of graduates of the first (Bachelor's) degree of FPA and PP of Danubius College on the labour market:

The situation on the labour market in connection with the employment of first degree graduates in the Public Policy and Public Administration study programme has long been the subject of social debate in many contexts. Public sector institutions, as potential employers of the graduates in question, value most highly the professional knowledge necessary for the exercise of the profession, which can be characterized as application skills. Primarily valued by potential employers is the ability of graduates to integrate effectively in terms of job roles across the full spectrum of the functioning of public sector institutions. A bachelor's degree graduate is required to be able to work independently in performing functional tasks related to the procedural aspect of the operation of a given entity. In this sector, the expectations of graduate readiness can also be discussed in terms of computer skills, and this context is somewhat controversial; educational institutions are often criticized by employers for the form and nature of ongoing training, with criticism directed at the so-called one-sided orientation of the curricula, with their content often being too theoretical or insufficiently linked to practice. The requirement for flexibility in the readiness of graduates to face the challenges of a dynamically changing labor market forces all stakeholders to openly discuss the search for innovative approaches in higher education at different levels or degrees. FPP AND PA actively tries to participate in the social processes of creating the content of study programmes, linking the educational process with practice.

In general, a professional employed in public administration participates in ensuring the management processes of tangible and intangible assets of a public administration organization or assets entrusted to it. He or she directs and coordinates activities in the area of public administration property management, and ensures the settlement of property-law relations. It maintains the relevant documentation relating to the management and registration of property, carries out inventories, arranges for repairs and maintenance, issues orders. Prepares tenders and tender documents. Coordinates activities related to the implementation of contractual relations.

The main objective of the public administration entities is to fulfil the basic tasks of the State and to provide services to citizens. Public administration as such is made up of a complex system of many entities, both in terms of state administration, local government and public-law corporations. The mission of local government is the administration of public affairs, the provision of services to citizens and investment and development activities of the functioning of local government.

The fundamental value determining the functioning of the entire public administration sector is the public interest, which benefits the whole society, not only individuals. The realization of such an objective involves, in specific cases, the implementation of the whole range of activities through which the public sector carries out its tasks. This is a fundamental difference in operation from the private sector, whose entities operate in a competitive environment and whose primary objective is to maximize profit. Despite the obvious difference between the primary objectives of the public and private sectors, the public administration must also ensure the employment of highly professional and qualified staff, without whom these objectives cannot be satisfactorily met.

Human resources are among the most important factors for the success of any organization,

regardless of its type or size, and this is equally true in the context of public administration. Several of approaches applied in the framework of human resources management in the private sector are also applicable to the conditions of public administration, however, it is necessary to take into account its specificity. This lies mainly in its size and structure, but above all in the fact that it represents a form of public policy implementation and is a matter of public interest.

Its application is regulated by Government Regulation No 341/2004 Coll., which establishes catalogues of work activities in the performance of work in the public interest, and Act No 55/2017 on the civil service and on amending and supplementing certain acts. Act No 552/2003 on the performance of work in the public interest is also relevant.

Graduates of the bachelor's degree programme in public administration acquire knowledge and skills that will enable them to work effectively in the field of public policy and public administration - to perform the required work tasks, solve problems and take decisions, and cooperate with representatives of other parts of public life (sector), participate in the preparation of conceptual materials and regulations in public policy, analyze the effectiveness of public policy at national, regional and local level, actively participate in the reform and modernization of public administration (state administration, local government and public corporations).

The graduate of Bc. degree has the following competences and skills:

- Knows the framework processes of public policy functioning, its priorities and problems.
- Understands the functional relationships in the public sector.
- Knows how to work with representatives of other sectors, to work in problem-solving teams.
- Executes public administration processes and activities.
- Communicates effectively to resolve problems and conflicts.
- Produces evidence for decision-making and normative acts.

Work activities and areas of possible employment in the labor market of graduates of Bc. Degree in Public Policy and Public Administration:

A)

Work activities in the field of public sector operation requiring a first-class college degree:

1. Work activities related to the provision of labor economics and payroll processing from the employer level in public sector institutions.
2. Work activities related to budgeting or financing in public sector institutions.
3. Work activities related to the provision and processing of quotations, including pricing.
4. Work activities related to the absorption of European Union and other public funds or funding.

B) Public sector occupations according to the register of occupations requiring a first-class college degree:

Area of self-government:

- *Civil Protection and Crisis Management Officer*

Emergency response coordinators analyze potential risks, such as disasters and emergencies, to a particular community or institution and develop a strategy to respond to these risks. They propose guidelines within the emergency response to reduce its effects. They shall communicate these guidelines to those at risk. They shall also test response plans and ensure that the necessary supplies and equipment comply with health and safety regulations.

- *Specialist state administration worker for transport and roads*

Transport planners develop and implement policies to improve transport systems, taking into account social, environmental and economic factors. They collect and analyze transport data

using statistical modelling tools.

- *Specialist Budget Officer*

Budget managers review financial proposals from different departments before providing funding for projects. They monitor the implementation of budget policies and procedures. They work closely with other departments to evaluate programs, their impact in the organization, the revenue they can generate, and the financial effort required.

- *Regional and rural development specialist*

Regional Development Officers research, analyze and draw up regional development policies. They implement policies aimed at reducing regional disparities by strengthening economic activities in the region and structural changes such as promoting multi-level governance, rural development and infrastructure improvements. They work closely with partners, external organizations or other stakeholders and provide them with regular updates.

- *Local government education and sport officer*

Carries out tasks in the field of institutional education in accordance with the given legislative framework.

- *Specialist State Education Officer*

Education Officers research, analyze and develop education policies and implement these policies to improve the current education system. They strive to improve all aspects of education that will affect institutions such as schools, universities and vocational schools. Closely work closely with partners, external organizations or other stakeholders and provide them with regular updates.

- *Public administration expert for asset management*

As part of his/her work tasks, he/she manages the tangible and intangible property of public administration institutions or property entrusted to them.

State administration:

- *Civil Protection and Crisis Management Officer*

Emergency response coordinators analyze potential risks, such as disasters and emergencies, to a particular community or institution and develop a strategy to respond to these risks. They propose guidelines within the emergency response to reduce its effects. They shall communicate these guidelines to those at risk. They shall also test response plans and ensure that the necessary supplies and equipment comply with health and safety regulations.

- *Specialist for active labor market measures*

Specialist employment officers research, analyze and develop labor market policies. They implement policies ranging from financial policies to practical measures such as improving job search mechanisms, promoting job training, providing incentives for start-ups and income support. The Employment Officers work closely with partners, external organizations or other stakeholders and provide them with regular updates.

- *Expert decision-maker in employment services*

Public Employment Service Managers oversee the operations of a public employment agency. They supervise employees who help people find jobs or provide career counseling.

- *Specialist in state professional supervision, permitting and regulation of transport and transport infrastructure*

A professional employee of the State Professional Supervision, Permitting and Regulation of Transport and Transport Infrastructure carries out professional supervision and supervision of compliance with legislative requirements in the field of transport.

- *State administration expert for cadaster*

Conveyancing Officers arrange for the transfer of titles and property between entities. They exchange the necessary contracts and arrange for the transfer of all properties, titles and rights.

- *Specialist State Education Officer*

Education Officers research, analyze and develop education policies and implement these policies to improve the current education system. They seek to improve all aspects of education that will affect institutions such as schools, universities and vocational schools. They work closely with partners, external organizations or other stakeholders and provide them with regular updates.

- *Budget specialist*

Budget managers review financial proposals from different departments before providing funding for projects. They monitor the implementation of budget policies and procedures. They work closely with other departments to evaluate programs, their impact in the organization, the revenue they can generate, and the financial effort required.

Public Administration Officer for Asset Management

Directs and coordinates asset management activities in the public sector.

- *Regional and rural development specialist*

Regional Development Officers research, analyze and draw up regional development policies. They implement policies aimed at reducing regional disparities by strengthening economic activities in the region and structural changes such as promoting multi-level governance, rural development and infrastructure improvements. They work closely with partners, external organizations or other stakeholders and provide them with regular updates.

- *EURES specialist*

Job brokers work for employment services and employment agencies. They match jobseekers with advertised vacancies and provide job search advice.

- *Parliamentary and government affairs expert*

It helps to ensure the fulfilment of the tasks of the Government, its bodies and the National Council of the Slovak Republic. It performs the tasks of the inter-ministerial comment procedure.

- *Specialist worker in the field of material assistance and state social benefits*

Benefits counselors assist individuals in the social work field to help them resolve specific issues in their personal lives by addressing personal and relationship problems, internal conflicts, depression, and addictions. They strive to empower individuals to effect change and improve their quality of life. They may also provide support and advice to clients in claiming their social security benefits.

- *Employer service professional*

Job brokers work for employment services and employment agencies. They match jobseekers with advertised vacancies and provide job search advice.

Management:

- *Executive officer*

Executive Directors are the right hand and deputy of the CEO of the Company. They ensure the smooth running of the company's day-to-day operations. They develop the company's policies, rules and objectives.