

SUMMARY

Subject matter: The improvement of the process of professionalization the human resources in public institutions.

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Information about customer organization: Administration of the Elbrus Municipal District.

Topicality of the research: The strengthening of Russian statehood, as well as the successful solution of the tasks of social development, directly depends on the improvement of the activities local government officers.

Unfortunately, at present the practice of activities local government officers in our country demonstrates a number of unfavorable tendencies in the system of professionalization local government officers: the discrepancy between the structure of the professional potential of employees and the content and nature of labor in today's rapidly changing conditions; prevalence of subjective, protectionist and corporate principles in personnel issues; insufficient availability of moral and professional culture; lack of proper competence with regard to technologies of interaction with the population, its involvement in active participation in addressing issues of local importance, etc.

These trends actualize the need for scientific reflection on the issues of professionalization local government officers; moreover, today the resolution of these problems is fragmentary, episodic. Based on the above arguments, we can state the special theoretical and practical relevance of development the effective and responsive system of professionalization human resources in public institutions.

The **objective** of the research is a comprehensive analysis of the theoretical and practical foundations in professionalization local government officers process and the development of recommendations for its optimization in public institutions.

Tasks of the research:

- to consider the conceptual categories (profession, professionalization);
- to determine the specifics of the system of professionalization local government officers;
- to analyze the foreign experience of technological provision of professionalization local government officers;
- to develop directions for improving the system of professionalization local government officers in our country;
- to describe the administration of the Elbrus municipal district and to analyze the functions, tasks and activities of the press-service of the Elbrus municipal administration;
- to develop an optimization program of the process of professionalization local government officers in the administration of the Elbrus municipal district.

Theoretical and practical significance: The theoretical significance of the research is that the results of the research can be applied in the further development of the theoretical and methodological problems of the professionalization local government officers, in diagnosing problems and determining methods for their resolution.

The practical significance of the study is that the provisions and conclusions of the work can be used by public institutions to analyze and optimize the process of professionalizing their staff.

Results of the research: Analysis of the use of human resources management technologies in the administration of the Elbrus municipal district showed that this process in this institution is limited to the preparation of documentation. Priority in work with personnel is given to the head of administration and heads of subdivisions. There is no human resources department in the organizational structure. The functions of human resources management are carried out by the administrative and law department. There is no system of

professionalization, system of development and training in the administration of the Elbrus municipal district. Each division separately makes a decision on the need to improve the skills of its employees.

Recommendations: Improvement of the management impact on the process of professionalization local government officers in the administration of the Elbrus municipal district, in our opinion, is expedient to implement in the following two areas: identification of young people with organizational abilities and propensities to municipal service and use human resources management technologies during the municipal service - the introduction of continuous training during professional activities - regular self education and training, etc.