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INSTITUTION "KRASNOYARSK COOPERATIVE TECHNOLOGY OF ECONOMICS, COMMERCIAL AND LAW"

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On the topic: “The procedure for drawing up and registering job descriptions in internal affairs bodies”.

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 Maksimova Polina Yurievna

 Project leader: teacher highest qualification

 category

 Panasyuk Tatyana Vladimirovna

CONTENT

[Annotation 3](#_Toc98951713)

Introduction…………………….…………………………………………………..4

[1 Theoretical aspects of studying job descriptions 5](#_Toc98951714)

[1.1 Concept of job description 5](#_Toc98951715)

[1.2 The procedure for drawing up job descriptions 6](#_Toc98951716)

[1.3 The procedure for making changes to the job description 7](#_Toc98951717)

[2 Analysis of the preparation and execution of job descriptions in the Department of Internal Affairs 10](#_Toc98951718)

[2.1 Requirements for job descriptions in the police department 10](#_Toc98951719)

[2.2 Problems arising in the preparation and execution of job descriptions, ways to solve them 10](#_Toc98951720)

[Conclusion 12](#_Toc98951722)

[List of sources used 13](#_Toc98951723)

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#  **Annotation**

# This project states that job descriptions are an important tool for personnel management in internal affairs bodies. They must be clearly formulated, contain references to regulations, and also be numbered and registered. Instructions can be classified according to various criteria, for example, by topic, validity period, and performers.

#  Violation of instructions may result in disciplinary action up to and including dismissal. It is therefore important that instructions are clear, unambiguous and accessible to all employees.

#  **Keywords**

#  Job descriptions, internal affairs bodies, employee training, coordination, taking into account the specifics of activity, structure of instructions.

#  INTRODUCTION

# **The relevance of the chosen topic** is explained by the fact that job descriptions are the main tool for managing and regulating the activities of employees in internal affairs bodies. They define the duties, functions, authorities and responsibilities of each official and provide information about the procedural aspects of the job, requirements and expectations.

# Drawing up and processing job descriptions in internal affairs bodies is an important process that has several important goals. First, it provides employees with a clear understanding of their responsibilities and role in the organization. Thanks to this, employees can perform their job responsibilities efficiently and effectively. The job description defines the functions, powers and responsibilities of each official, and also contains information about the procedural aspects of the job.

# **Problem:** Complexity of activities and requirements for employees.

# **The purpose of the project:** is to analyze the requirements for job descriptions in the police department.

# **Tasks:**

# 1. Study the concept of job description;

# 2. Consider the goals and objectives of job descriptions;

# 3. Analyze the procedure for drawing up job descriptions;

# 4. Reflect the content of job descriptions;

# 5. Describe the design of job descriptions;

# 6. Analyze control over the implementation of job descriptions.

# **Hypothesis:** I believe that compliance with the established procedure for drawing up and issuing job descriptions in internal affairs bodies helps to increase the efficiency of employees, improve coordination of activities and reduce the risk of conflicts.

# **Method:** Collection and analysis of job responsibilities, text design.

# **Object of study:** job descriptions in the police department.

# **Subject of the study:** the procedure for drawing up and processing job descriptions in the police department.

1 Theoretical aspects of studying job descriptions

 1.1 Concept of job description

A job description is one of the local regulations adopted by the employer. In accordance with Art. 8 of the Labor Code of the Russian Federation (hereinafter referred to as the Labor Code of the Russian Federation), employers, with the exception of employers - individuals who are not individual entrepreneurs, can adopt local regulations containing labor law norms, within their competence in accordance with labor legislation and other regulatory legal acts, containing labor law norms, collective agreements, and agreements. Therefore, almost all employers, with the exception of employers who are individuals who are not individual entrepreneurs, can introduce job descriptions to regulate labor relations, as well as independently establish the procedure for their development, coordination and approval [2].

The job description performs the following tasks:

* establishment of qualification requirements for a certain position, work performed (education, work experience, special training, etc.);
* determination of the employee’s job responsibilities (range of responsibilities, volume of work, areas for which the employee is responsible, etc.);
* establishing limits of employee responsibility.
* Thus, the main purpose of the job description is to determine for the employee the range of his duties, rights, and responsibilities.
* Using a job description, an employer can:
* prove the refusal to hire due to the non-compliance of the applicant (applicant for a position) with the established qualification requirements for a specific position or work performed;
* distribute labor functions among employees;
* evaluate the quality of the employee’s work during the probationary period;
* assess the quality of the employee’s performance of the job function;
* prove the employee’s inadequacy for the position held or the work performed due to insufficient qualifications confirmed by certification results;
* to prove the legality of applying a disciplinary sanction to an employee for failure to perform or improper performance of his job duties [8, p. 112].

1.2 Procedure for drawing up job descriptions

The organization establishes the procedure for developing job descriptions independently. The employer determines which employees to entrust with the responsibility of developing job descriptions in the organization. In practice, such a responsibility is assigned to an employee of the personnel service or accounting department if the organization does not have a separate personnel specialist.

* The job description can be drawn up as a separate document or as an annex to the employment contract [19, p. 56].
* Job description structure.
* General provisions. This section usually states:
* what category of positions does the position for which this job description is being compiled belong to (for example, to the category of managers);
* what are the requirements for an employee applying for a specific position (level of education, work experience, etc.);

- what knowledge an employee must have to occupy this position.

Tasks and functions. This section describes the tasks and functions of the employee holding the corresponding position.

Responsibilities. This section is intended to provide a detailed description of the employee’s job responsibilities. The more detailed you write everything down, the fewer disagreements may then arise between you and the employee about what the employee should do.

Rights. This section lists the employee's rights within his position. For example, it indicates what documents the employee has the right to sign.

Responsibility. It is indicated what liability an employee may be held to account for in the presence of certain violations, for example, for improper performance of his or her job duties or in the event of crimes committed in the performance of official duties.

Relationships. This section prescribes the procedure for the employee’s interaction with other employees, with the employer’s departments, with contractors, etc., for example, if an employee is required to draw up any report for another employee or transfer any documents to him, then this section makes sense indicate within what time frame he must do this. In addition, in the “Relationships” section you can specify who the employee replaces and who replaces him in the event of his absence.

1.3 Procedure for making changes to the job description

An employee's job responsibilities are determined before hiring and can be specified in the job description for the position he or she occupies. It is necessary to familiarize the employee with the job description before concluding an employment contract (Part 3 of Article 68 of the Labor Code of the Russian Federation).

However, changes to the job description may be required after the conclusion of the employment contract. Amendments to the job description may be associated with changes in the mandatory terms of the employment contract:

1. when the staffing table changes;

2. job responsibilities and powers of employees need to be changed;

3. the employee is delegated additional responsibilities;

4. technological or organizational working conditions have changed;

5. the employee changed his last name, but the instructions were personal and contained initials;

6. the organization’s name has changed;

7. as a result of transfer to another position.

The procedure for making changes to a job description depends on how it is formatted. If the job description is an annex to the employment contract, it is necessary to make changes to the contract. For this purpose, an additional agreement to the employment contract is concluded. If the job description is drawn up as an independent document, in order to make changes to it, the employer should issue an order (instruction) to make changes or to accept the job description in a new edition. It should be remembered that the employee is not obliged to comply with the requirements of the new version of the job description until he has read it and signed it.

The procedure for accepting these documents by the Labor Code of the Russian Federation is also not regulated, so the organization has the right to determine it independently.

If making changes to the job description does not entail a change in the mandatory terms of the employment contract with the employee, it is most convenient to approve the job description in the new edition and familiarize the employee with it (part 2 of article 22, part 2 of article 22.1, article 22.3, Part 5 of Article 312.1, Part 5 of Article 312.3 of the Labor Code of the Russian Federation) [2].

The procedure for approving the job description in the new edition is also not legally defined. As a rule, it is approved by the head of the organization affixing the stamp “APPROVED” in the upper right corner of the first sheet of the document, the name of his position, signature, initials, surname and date of approval. Also, in order to adopt a job description in a new edition, an appropriate order (instruction) can additionally be issued (part 1 of article 8 of the Labor Code of the Russian Federation, clause 5.16 of GOST R 7.0.97-2016, approved by Order of Rosstandart dated 12/08/2016 N 2004-st ).

The job description, as a rule, is drawn up in paper form in two copies, one of which, at the request of the employee, can be handed (sent) to him (part 2 of article 22.1, article 22.3, part 5 of article 312.1, part 5 of article 312.3 Labor Code of the Russian Federation, Letter of Rostrud N 4412-6).

Changing the terms of an employment contract determined by the parties is allowed only by agreement of the parties to the employment contract, with the exception of cases provided for by the Labor Code of the Russian Federation, which in general is in writing (Part 2 of Article 22.2, Article 22.3, Article 72, Part 5 of Art. 312.1, part 1 of article 312.2, part 1 of article 312.3 of the Labor Code of the Russian Federation).

Thus, if changes to the job description entail a change in the terms of the employment contract with the employee, then they are made taking into account the provisions of Art. Art. 72 or 74 of the Labor Code of the Russian Federation [2].

If, due to changes in the job description, the terms of the employment contract with the employee do not change, then the employer should approve the job description in the new edition and familiarize the employee with it in the prescribed manner.

2 Analysis of the preparation and execution of job descriptions in the internal affairs department

2.1 Requirements for job descriptions in the police department

Job regulations (job descriptions) are developed individually for each employee holding a position in bodies, organizations, divisions of the Russian Ministry of Internal Affairs system, by the immediate supervisors (supervisors) of the employees [6, p. 77].

Immediate managers (supervisors) can develop and approve, taking into account the provisions contained in paragraphs 5 - 10 of the Procedure, job regulations (job descriptions) for positions of the same name. Job regulations (job descriptions) for positions of the same name are used to familiarize employees when appointed to positions of the same name, as well as to develop individual job regulations (job descriptions).

The job regulations (job description) must contain the following sections:

1. General Provisions;

2. Rights;

3. Responsibilities;

4. Responsibility.

The job regulations (job description) are drawn up in two copies, each of which the employee must be familiar with against receipt. One copy is given to the employee, the other is stored in the body, organization, division of the Russian Ministry of Internal Affairs system or in their structural units.

2.2 Problems arising in the preparation and execution of job descriptions, ways to solve them.

Domestic job descriptions come down mainly to describing the list of actions of employees, i.e. their development is descriptive. Consequently, job descriptions only indicate the required actions of employees, without paying attention to the product of the activity, the final result to which these actions should lead. Performing the listed actions does not at all mean they are effective, i.e. everything prescribed can be done, but the tasks are not solved.

# Developing competent job descriptions requires a thorough description of the organization’s labor processes. This requirement is included in the latest edition of the ISO 9000 standard. However, as many employer organizations note, at Russian enterprises it is first necessary to simply understand labor processes, determine functionality and areas of responsibility.

# This is exactly what they did when organizing the production of artillery weapons during the Great Patriotic War. Strict personal responsibility of officials was introduced for the timely and accurate implementation of all production and management processes. Competent management actions made it possible to reduce the cost of manufacturing artillery pieces at many factories by three or more times compared to 1940 and sharply increase their production volumes.

# Thus, the job description should represent the organization’s operating technology, prescribed for a specific employee. It is in it that the basic functions of the employee are fixed, the qualification requirements for the position held, his duties, rights, responsibilities, which determines his place in the organization’s management system. Properly developed job descriptions will form the foundation of the organization’s personnel management system.

 CONCLUSION

The preparation and execution of job descriptions in internal affairs bodies has its own characteristics that should be taken into account. Here are some of them:

1. Clarity and clarity of presentation: the job description must be written in simple and understandable language so that the employee can easily understand his responsibilities and rights. It is important to avoid unnecessary terminology and use specific language.

2. Structured: the instruction must be structured and logically connected. Sections and paragraphs should be clearly labeled and sequenced so that the employee can quickly find the information they need.

3. Abstract in nature: the job description must be based on regulations and legal provisions governing the activities of internal affairs bodies. It is important to refer to relevant laws and regulations when formulating requirements and provisions.

4. Uniqueness: the job description must be developed taking into account the specifics of the work and functions of a particular internal affairs body. It is important to take into account the characteristics of the area or region in which the activity is carried out and adapt the instructions to specific conditions.

6. Presentation: The presentation of the job description plays an important role. It must be formatted in accordance with approved standards and have clear headings, numbering of sections and paragraphs, as well as the necessary graphic and structural organization.

Taking these features into account, the preparation and execution of job descriptions in internal affairs bodies will become more effective and useful for employees, ensuring more efficient work and compliance with the law.

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