

Conception of the staff policy of the State Statistical Committee of the Republic of Azerbaijan

The conception had been developed taking into account the dependency of implementation of tasks charged to the State Statistical Committee directly on the skilled staff in accordance with the “State Program of Improvement of Official Statistics in the Republic of Azerbaijan in 2003-2007”.

1. General provisions

1.1. Staff policy – covers coordinated legal, organizational, economic and social psychological set of measures directed to staff assistance of the State statistics system.

1.2. The objective of the staff policy is the formation of essential human resources and provision of effective activity of the staff for implementation of duties entrusted to the SSC.

1.3. Main duties of the staff policy:

- provision of selection and effective placement of skilled staff according to the State statistics system needs to complete them timely;
- optimization of organizational-staff structure of the SSC;
- provision of opportunities for increasing of high-skill level of each staff member and their exhaustive personal development;
- framing and training of staff resources for senior positions;
- assigning (directing) of employees for efficient official activities.

1.4. Main principles of staff policy:

- strict observance of identified norms and rules regulating employees’ rights and duties and law requirements of the Republic of Azerbaijan, provision of personal responsibility for implementation of service and professional duties;
- trust and respect for employees, objective assessment of their personal service skills and performance results;
- increasing of the staff competency, creation opportunities for creative execution of service duties;
- optimal coordination of skilled and young employees, management succession, movement of staff according to the plan;
- clarity in issues related to staff activity, constant informing of employees;

1.5. Outputs of the SSC activity are the main factor of assessment of staff policy efficiency.

1.6. Legal basis of the staff policy in the State statistics system constitutes provisions of the Constitution of the Republic of Azerbaijan, Labour Code of the Republic of Azerbaijan, Law of the Republic of Azerbaijan “On State Service”, Law of the Republic of Azerbaijan “On Statistics”, Statute “On the State Statistical Committee of the Republic of Azerbaijan”, other legal acts related to activity of the state service and state statistics of the President of the Republic of Azerbaijan and the Cabinet of Ministers as well as appropriate normative acts in the sphere of staff development.

2. Management on determination of staff policy and its conducting

2.1. General management on determination of staff policy in the State statistics system and its conduction are implemented by the chairman of the SSC. Staff policy-related issues needed for panel discussion, are introduced in the Board of the SSC.

2.2. The Department of Human Resources and Law bears responsibility for development, methodology and conduction of staff policy defined by the administration of the SSC. The responsibility for practical

implementation of the staff policy in the structural subdivisions, local offices and organizations of the central administration of the SSC is placed on the heads of these bodies.

3. Principal directions of the conduction of staff policy

3.1. Selection of applicants for service in the state statistics system.

Activity on selection of applicants involves provision of timely completing of full-time jobs with citizens of the Republic of Azerbaijan capable to implement duties entrusted to the staff of the State statistics system according to their competencies, business and personal qualities, education and health.

In this view the followings are implemented:

- establishment of fully applicable, skilled staff resource, application of modern, science-based methods to study and assess the potentials of applicants;
- carrying out of necessary activity regarding to provision of personal responsibility of officials on selection of the skilled applicants;
- development and permanently implementation of organizational, propaganda and other comprehensive set of measures directed to increase influence of employee of the State statistics system.

3.2. Organization – full-time job, assignment and movement of staff.

This direction should provide optimal use of available staff opportunities and staff potential, efficient application of experience and knowledge of each employee in the daily practice, exclusion of parallel processing and duplication in organizational and structural activity, cost-effectiveness of the state resources.

In this view the followings are implemented:

- constant analysis of the functions of structural subdivisions of the SSC, its local bodies and organizations, taking timely measures on their optimization;
- implementation of activities on development of independence of employees with regard to personal responsibility for the output of work;
- preparation of proposals on staff rotation;
- application of modern methods and approaches of estimation of personal qualities in the practice of staff development.

3.3. Work with senior executives.

In this direction, according to consistency of senior positions with modern requirements, the staff development provides efficient activity of staff members, timely completing with authorized employees having high competence and moralities and able to organize individual activity with persons.

In this view the followings are implemented:

- improvement of qualification of senior executives, implementation of purposeful and plan-based work on increasing of personal responsibility of seniors for moral and psychological state of staff members and their functioning in the staff;
- implementation of work related to improvement of allocation of senior executives depending on demand of the State statistics system based on constant analysis of their activity;
- implementation of activities on increasing of the staff cost effectiveness, comprehensive studying of their potentials, preparation of employees in the backup position listing for substitution of senior positions and selection of employees having age perspective for inclusion in the backup position listing;
- assignment to senior positions is realized based on competition or special training in educational institutions or after definite job-training in the State statistics system.

3.4. Improvement of the system of occupational education.

Improvement of professional skills and system of education is considered as integral part of staff policy of the SSC and it should provide training of specialists with higher and secondary specialized education in the State statistics system, continuous development of skills level of employees (including senior executives) during whole service life.

In this view the followings are implemented:

- provision of conditions for staff vocational training and phase transition to multistage system;
- implementation of the principle of approach to basic training of specialists for the SSC;
- provision of improvement of professional skills of senior executives holding all degrees not less than once in three years and other specialists – once in two years;

3.5. Activities related with ethics.

These activities should affect on employees according to the plan, involve them in higher professional service, drive personal development, and if necessary correct behavior.

In this view the followings are implemented:

- provision of mutual coordination of all participants (heads of sectors, HR services, trade unions) of the process of ethics building;
- provision of normal and healthy environment in manager-employee relations;
- application of social psychology methods in working practice with employees;
- constant studying of public opinion, mood and worth habits of employees, analyzing of the state of service discipline, reasons of arguable situation in a team, taking of necessary operative measures on the results of analysis;
- improvement of practice of moral and material stimulation of employees' labour.

3.6. Provision of social protection of employees of the State statistics system.

Maximal use of supplies by the government to meet material and social needs of employees of statistics as a main factor of efficient service activity.

In this view the followings are implemented:

- preparation of social development plans providing the organization of leisure time of employees working in the SSC and its local bodies and organizations;
- making modifications in the social development plans in the future, preparation of proposals for solution of encountered challenges and regular studying and analysis of social processes, forecasting of their development;
- carrying out activities on regulation of provision of assistance to veterans retired from the system of statistics on solution of social conditions.

3.7. Legal regulation of staff development.

Staff development requires constant improvement of intra department normative legal base which regulates legal relations in the field of the SSC staffing.

In this view the followings are implemented:

- provision of active participation of the state statistics system in preparation of documents derived from staff development regulation issues-related laws specifying the principles of civil service and other legal acts;
- provision of control of compliance with requirements of legal acts on staff development, prevention of illegal acts with regard to employees and in cases of violation of their rights the solution of issues of restoration of justice.

4. information-analytical and scientific support of staff policy

4.1. Information-analytical support of staff policy, constant improvement of collection, processing and analysis of information that are in competence of the staff, overall assessment of the state of staff development, development of management decisions are implemented by the Department of Human Resources and Law of the SSC.

4.2. Basic tools of collection and processing of data on staff are specialized information system. Workplaces automated according to the plan, information and calculation-computer networks combining semi-systems of several levels are applied in HR services of the State statistics system. Processing and application of databases as well as expert systems are realized on different aspects of staff development.

5. Logistics and financial support of staff policy

Logistics and financial support of staff policy is realized using the funds of the State budget of the Republic of Azerbaijan.