

**COURSE DATA****Data Subject**

Code	36727
Name	Formas de organización administrativa
Cycle	Grade
ECTS Credits	6.0
Academic year	2023 - 2024

Study (s)

Degree	Center	Acad. year	Period
1335 - Degree in Political and Public Administration Sciences	Faculty of Law	3	First term
1930 - D.D. in Law-Political and Public Adminis. Sciences 2021	Faculty of Law	3	First term
1931 - D.D. in Sociology-Political and Public Adminis. Sciences	Faculty of Social Sciences	3	First term

Subject-matter

Degree	Subject-matter	Character
1335 - Degree in Political and Public Administration Sciences	22 - Formas de organización administrativa	Obligatory
1930 - D.D. in Law-Political and Public Adminis. Sciences 2021	4 - Asignaturas obligatorias de tercer curso	Obligatory
1931 - D.D. in Sociology-Political and Public Adminis. Sciences	3 - Asignaturas obligatorias de tercer curso	Obligatory

Coordination

Name	Department
ALDEGUER CERDA, BERNABE	55 - Constitutional Law, Political and Administrative Sciences
OÑATE RUBALCABA, PABLO	55 - Constitutional Law, Political and Administrative Sciences



SUMMARY

Forms of Administrative Organization provides students with sufficient knowledge to understand the main theories and paradigms of public management consolidated in the epistemological field of Political Science and Administration in the context of the contemporary democratic State. The knowledge listed and the teaching methodology designed are intended to carry out interpretative analysis and elaboration of adequate proposals for the evaluation of the most appropriate forms of administrative organization according to the territorial level, the different coalitions of internal and external actors, as well as taking into account the factors of the context in which the Public Administrations operate. The subject Forms of Administrative Organization integrates the administrative design of public institutions in the most recent course of the Modern State as a social and democratic State under the rule of law.

It takes as a starting point the bureaucratic model of analysis made by Max Weber, and exposes the sequence of paradigms that have been succeeding throughout the 20th century, such as the New Public Management, the New Public Service and, more recently, the Open Government, warning about their conceptual complexities, theoretical reviews, inspiring principles and the most representative applied experiences. The course organizes, in a systematic and sequential manner, different analytical approaches (theoretical - practical), as well as different territorial levels of government and administration (central, autonomous and local), all in democratic environments and in comparative contexts of constitutional guarantees linked to the different fundamental rights and public freedoms involved.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

No enrollment restrictions have been specified with other subjects in the curriculum.

OUTCOMES

1335 - Degree in Political and Public Administration Sciences

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.
- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.
- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.



- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.
- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.
- Análisis de información para evaluar problemas políticos o de gestión pública y elaborar propuestas de mejora
- Pensamiento crítico.
- Trabajo en equipo.
- Aplicar críticamente las principales teorías y enfoques de la Ciencia Política y de la Administración Pública.
- Saber elaborar informes, dictámenes y trabajos de investigación política.
- Conocer y saber analizar la estructura y funcionamiento de las Administraciones públicas.
- Saber analizar la estructura y funcionamiento de los sistemas y procesos políticos, sus elementos, así como su dimensión histórica, con especial atención al sistema político español y al de la Unión Europea.
- Saber analizar las principales técnicas de gestión en la Administración Pública y diseñar estrategias de mejora organizativa y aseguramiento de la calidad de los servicios públicos ante los retos del nuevo entorno digital.
- Aplicar críticamente las principales teorías y enfoques de género a las instituciones, actores y políticas públicas.

LEARNING OUTCOMES

1. To know the main theories and paradigms of Administration Science and public management.
2. To know the characteristics, principles and effects of the forms of administrative organization, their evolution and the fundamentals of their evaluation.
3. To know how to analyze the elements of administrative organizations.
4. Know and know how to analyze the models of public administrations in Spain.
5. To know and know how to analyze the actors and networks of actors in the public administrations.

DESCRIPTION OF CONTENTS

1. SUBJECT 1. THE SCIENCE OF ADMINISTRATION. PUBLIC ADMINISTRATIONS AND THE POLITICAL SYSTEM

Epistemological foundations of Administration Science: object, scope and main approaches. Public administrations, democracy, legitimacy and socio-political environment. Public administration in the democratic state. Relations of the Public Administration with other institutions, actors, civil society, European Union and international context (globalization).



2. Subject 2 Functions, structures and processes of public administrations

Basic dimensions of administrative structures. Typologies and models of structures, coordination and control. Problems, inefficiencies and challenges of public organizational structures. Analysis, design and performance of administrative structures, functions and processes.

3. Subject 3 .Stakeholders and conflict management in public administrations

Decision-making in public administrations: types of bodies and socio-political pluralism. Relationship models between the bureaucracy and public actors: political leaders, interest groups and political parties. Public managers and employees. Networks of private actors and epistemic communities: from influence to management. The politicization of public administrations. Processes and forms of citizen participation and public opinion.

4. THEME 4 PARADIGMS OF MANAGEMENT SCIENCE I: POST-BUREAUCRATIC PARADIGM AND PUBLIC MANAGEMENT

Weberian paradigm and bureaucratic models of administrative organization. New Public Management and the governance paradigm. Technocracy. The servuction approach. Operational management of services. Outsourcing and privatization of services. Quality of public services.

5. Theme 5. THE PARADIGMS OF ADMINISTRATIVE SCIENCE II: POSTBUROCRATIC PARADIGM AND NEOPUBLIC CURRENTS

The neo-public currents. The New Public Services. The open government approach. Integrity management frameworks (public ethics and good governance) and transparency. New forms of democratic and institutional innovation.

6. Teheme 6 COMPARATIVE PUBLIC ADMINISTRATIONS

Administrative traditions. Public Administration in OECD countries. The Administration in France. The Administration in Germany. The Administration in the United Kingdom. Administration in Sweden. The Administration in the USA. Administration in the European Union.

7. Item 7 THE PUBLIC ADMINISTRATION IN SPAIN (1)

Principles of administrative organization. The General Administration of the State. The Administration of the Autonomous Communities. The institutional public sector. Main modernization processes and recent trends.

**8. Item 8 THE PUBLIC ADMINISTRATION IN SPAIN (II)**

Local government. Intergovernmental relations, coordination and collaboration. Accountability in Spain and the consultative function.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	5,00	0
Development of individual work	40,00	0
Study and independent work	30,00	0
Readings supplementary material	5,00	0
Preparation of practical classes and problem	10,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The transmission and acquisition of knowledge will be carried out, in the first place, through the master class. The teacher will present the essential contents of the subject, bringing them closer to reality through the use of current examples, classic texts, cases, legal texts, online materials, etc. The active participation of the students will be demanded at all times. They will have to have previously prepared the topics to be discussed in class through study and independent work. Likewise, students are expected to dedicate part of the time outside the classroom to review the content of each of the lectures. Throughout the course, various practical activities will be carried out, both individually and in teams. For this, students will have to use materials provided by the teacher or look for them in institutions, libraries, internet, etc. The activities carried out in class will require prior preparation of the various topics of study, as well as the consultation of complementary materials that may be indicated by the teacher. The exercises of the practical activities must be handed in on the date determined for this purpose, and their reception outside the stipulated period will not be accepted.

EVALUATION

The evaluation of the course consists of 2 elements, both in the first and in the second call: a) Exam: at the end of the course there will be a final test on all the contents of the course included in this teaching guide, whether they have been taught in the classroom or not, and the materials that are included in the various sessions. This test will have a value of 60% of the overall grade. b) Continuous evaluation: Throughout the semester, practical work and complementary activities of various kinds will be carried out, which must be delivered on the day indicated by the teacher. This part will have a value of up to 40% of the final grade.



In order for the student to obtain points for the continuous evaluation, he/she must have attended a minimum of 75% of the class sessions dedicated to it. In addition, in order to add the grade obtained in the continuous evaluation (from the practical sessions) to the grade in the exam, the student must have obtained at least a 4 (out of 10) in the final exam. The content of all these continuous evaluation assignments also constitute course materials and contents, and are therefore susceptible to be part of the end-of-course exam. The professor will explain how each exercise should be carried out and delivered and, subsequently, will deliver the results of the various practices before the exam. The practices (either those not completed or delivered within the stipulated deadline, or those already completed or evaluated) will not be recoverable after the date of delivery, nor for the second call (maintaining for this one the grade of the continuous evaluation achieved throughout the semester).

REFERENCES

Basic

- Básicas

Las lecturas básicas están compuestas de los manuales generales, que deberán ser consultados por los estudiantes a medida que avanza el temario, y las lecturas obligatorias, que son complementos necesarios a la docencia impartida en clase y que formarán parte de la materia examinada al final de curso.

ALDEGUER, B. Y PASTOR, G. (2020): Democracia, Gobierno y Administración Pública contemporánea. Tecnos.

BALLART, X. y RAMIÓ, C. (2000): Ciencia de la Administración. Tirant Lo Blanch.

PARRADO, S. (2015): El análisis de la gestión pública. Tirant Lo Blanch

Additional

- Detalle de lecturas obligatorias por temas:

Estas lecturas pueden experimentar algún cambio.

Tema 1. LA CIENCIA DE LA ADMINISTRACIÓN. LAS ADMINISTRACIONES PÚBLICAS Y EL SISTEMA POLÍTICO

Aldegue Cerda, B. (2014). ¿Qué son la Ciencia Política y la Ciencia de la Administración?, en Sánchez Medero, G. y Sánchez Medero, R. Fundamentos de Ciencia Política y de la Administración. Tecnos

Olmeda, J.A., Parrado, S. y Colino, C. (2012): Las Administraciones Públicas en España. Tirant Lo Blanch. Cap 1. Las AAPP y el sistema político.

Tema 2. FUNCIONES, ESTRUCTURAS Y PROCESOS DE LAS ADMINISTRATIVAS PÚBLICAS
Ramió, C. (1999): Teoría de la Organización y Administración Pública. Madrid: Tecnos-UPF. Capítulo 2 y 4.

Parrado, S. (2015): El análisis de la gestión pública. Tirant Lo Blanch. Capítulos 10 y 11.

Tema 3. LOS ACTORES Y LA GESTIÓN DEL CONFLICTO EN LAS ADMINISTRACIONES PÚBLICAS

Peters, G. (2006): La política de la burocracia. México, FCE. Cap. V.

Ramió, C. (2012): La extraña pareja. La procelosa relación entre políticos y funcionarios. Madrid: La Catarata. Capítulos 2 y 3: páginas 49-81.



Aldeguer, B. y Pastor, G. (2020): Democracia, Gobierno y Administración Pública contemporánea. Tecnos. Capítulo 12.

Tema 4. Los paradigmas de Ciencia de la Administración I: Paradigma postburocrático y gestión pública eficiente

Ramió, C. (1999): Teoría de la Organización y Administración Pública. Madrid: Tecnos-UPF. Capítulo 5.

