



Città di Orbassano

**UFFICIO PERSONALE
E ORGANIZZAZIONE**

PROCEDURA DI INTERPELLO, RIVOLTA AGLI IDONEI DELL'ELENCO DI CUI ALL'ARTICOLO 3-BIS DEL D.L. 9 GIUGNO 2021, N. 80, PER LA COPERTURA DI N. 6 POSTI A TEMPO INDETERMINATO E PIENO NELL'AREA DEI FUNZIONARI E DELL'ELEVATA QUALIFICAZIONE (EX CATEGORIA D), CON IL PROFILO DI ISTRUTTORE/FUNZIONARIO AMMINISTRATIVO-CONTABILE, PRESSO I COMUNI DI ORBASSANO E SANGANO.

DOMANDE PROVA ORALE DEL 27/05/2024

BUSTA 1

1. Principi di imparzialità e buon andamento nell'attività comunale
2. Sindaco
3. Funzioni fondamentali attribuite ai Comuni ai sensi del TUEL
4. Potestà regolamentare dei Comuni
5. Consiglio Comunale
6. Ordinanze
7. Giunta Comunale
8. Segretario Comunale
9. Determinazioni
10. Deliberazioni

BUSTA 2

1. Bilancio di previsione
2. Piano Esecutivo di Gestione (PEG)
3. Documento Unico di Programmazione (DUP)
4. Modalità di accesso al lavoro negli Enti Locali
5. Principi che regolano la spesa negli Enti Locali
6. Fasi dell'Entrata
7. Fasi della Spesa
8. Piano integrato di attività e organizzazione (PIAO)
9. RUP
10. Protezione dei dati personali negli Enti Locali

BUSTA 3

1. Le autocertificazioni
2. Diritti e doveri del pubblico dipendente
3. Il codice di comportamento del pubblico dipendente
4. L'esclusività del rapporto di lavoro del pubblico dipendente
5. Cosa deve fare un dipendente pubblico in caso di conflitto di interesse

6. Il Contratto collettivo Nazionale di Lavoro
7. Accesso civico
8. Le fasi del procedimento amministrativo
9. I termini di conclusione del procedimento
10. L'accesso agli atti ai sensi della legge 241/1990

INFORMATICA

1. Cos'è la PEC?
2. Che cos'è la firma digitale?
3. Nell'invio di una mail cosa significa il campo "cc"? A cosa serve?
4. Che cos'è un sistema operativo?
5. Che cos'è un browser?
6. Cosa sono i motori di ricerca e come si usano?
7. Nel programma Word, a cosa serve la funzione Sommario?
8. Cosa si intende per formattazione del testo?
9. Come si disinstalla un programma per computer?
10. A cosa serve il programma Excel? Che tipo di programma è?

INGLESE

1. The importance of financial literacy:

Financial literacy is the ability to understand and manage money. It is an essential skill for everyone, regardless of income or education level. Financial literacy can help people make informed decisions about their money, such as how to save, invest, and borrow.

2. The impact of technology on the economy:

Technology is having a profound impact on the economy. It is creating new jobs, businesses, and industries. However, it is also displacing some workers and changing the way we work. Governments and businesses need to adapt to the changing economy by investing in education and training.

3. The benefits of free trade:

Free trade is the exchange of goods and services between countries without tariffs or other restrictions. Free trade can lead to lower prices for consumers, increased economic growth, and job creation. However, it can also lead to job losses in some industries.

4. The challenges of globalization:

Globalization is the increasing interconnectedness of the world's economies. While globalization has many benefits, it also presents some challenges, such as increased competition, environmental damage, and social unrest. Governments and businesses need to work together to address these challenges.

5. The importance of economic development:

Economic development is the process of improving the living standards of a country's population. Economic development can be achieved through a variety of means, such as investment in education, infrastructure, and technology.

6. The role of government in the economy:

The role of government in the economy is a complex and controversial issue. Some people believe that the government should play a limited role in the economy, while others believe that the government should play a more active role. There is no one-size-fits-all answer to this question, as the appropriate role of government varies depending on the specific circumstances of each country.

7. The challenges of poverty:

Poverty is a major problem that affects millions of people around the world. Poverty can lead to hunger, malnutrition, lack of education, and other problems. Governments and businesses need to work together to address the root causes of poverty.

8. The importance of sustainable development:

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development must take into account economic, social, and environmental factors.

9. The impact of climate change on the economy:

Climate change is having a significant impact on the economy. It is causing sea levels to rise, more extreme weather events, and other problems. These changes are costing businesses and governments billions of dollars each year.

10. The future of the economy:

The future of the economy is uncertain. However, there are a number of trends that are likely to shape the economy in the years to come, such as technological change, globalization, and climate change. Governments and businesses need to prepare for these changes in order to remain competitive.

IL PRESIDENTE DELLA COMMISSIONE
Dott. Graziano SOLARO

