

# **PART ONE**



## **INTRODUCTION**

**Definition of Public administration**

**Public administration and Political Science.**

**Public versus Private Organization (Differences & Similarities).**

● **Public Administration defines as:**

- 1) The application of the scientific method to solve public problems .
- 2) The process of implementing Political decisions and the body involved in the process.
- 3) The implementation of the public law or government law.

### **.Government:**

**Government is a body or a group of people having power and governing the citizens of State.**

**.Government Role is to protect its citizens from any harmful things**

**.Body of Government (Three authorities)**

A)Legislative

B) Executive

C)Judiciary

### **1-Legislative body:**

Is the branch of government ,which makes laws and plan for the government programmes

### **2-Executive body:**

Is the branch of government ,which executes the laws, regulations and orders passed by the legislature in the Parliaments or National Assembly.

### **3- Judiciary body:**

This body prevents people from illegal practices and enforces State laws to the citizens

Public administration is concerned with the implementation of policies determined politically , also about how to improve government performance to support its societies with better serves, as to reflect its ability in achieving development.

The administrations are accountable and responsible to their political master; their decisions must therefore reflect this responsibility

Public Administration links with other Social Sciences, such as:

Managemts , Organizational Theory ,Political Sciences ,Law ,Sociology ,Social Psychology ,Psychology and Political Sociology

## **.Politics and Public Administrations**

Public Administration developed and grew under the field of politics as Public Administration implements government Planning and Policies

The links between Public Administration and Policies divided into two ways:-

### **(1) Academic links:**

In this link ,the government alone makes to the policies that must be applicable in the public organization.

### **(2) Realistic link:**

In this link ,there is participation from the people in state and government organization.

### **Public versus Private Organization (Differences and Similarities)**

**public Organization:** is an organization that owned and established by the government.

**Private Organization:** is an organization that owned by individuals alone (Business).

### **Differences**

- |   |  |
|---|--|
| 1-The main objective is to maximize profit  | 1-Is to offer more jobs for people in order to solve unemployment problems, also to provide goods and services to the people in a cheap price. |
| 2-Number of employees in private sector is less.  | 2-Number of employees in public sector are more than in private sector.  |
| 3-More training facilities are given to the employees in private sector in order to achieves the main goals.      | 3-Less in amount   |
| 4- The work there is so progressive in away that any new improvement in technology is to always introduced there. | 4-Employees rely on an old technology , as people there refuse the advance technology .  |
| 5-Direct consultation among the members of the sector that lead to improvement of the work.                       | 5-Too much government interference in the work that sometimes leads to inefficient running of the work.  |

6-High wages and salaries are earned to the employees in order to motivate them.

6-Employees get little wages and salaries because government cares for all the people in the state.

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7-The size is little

7-Size is greater.

8-The inside conditions environment is more comfortable.

8-Little comfortable conditions

### **Similarities**

In managing organizations ,the management of public organization is same as the management of private organization , that means the work processing and activities to make outputs (production: services /goods) come through the application of the five functions of management, which are :Planning, Organizing ,Staffing ,Leading or Directing and Controlling ,are same there in public and private sector

### **PART TWO**

### **APPROACHES OF PUBLIC ADMINISTRATION**

There are four approaches in studying public administration ,which are :

- 1) Legal Approach
- 2) Functional Approach.
- 3) Behavioral Approach.

- 4) Comparative and Environmental Approach.

## **Legal Approach**

This is the first Approach in studying public administration ,since public administration is the implementation of government law and this law is come from the high law in state.

This Approach subject to political direction , when public administration science mixed with law and political science and the result is this Approach.

This Approach defines public administration as framework of laws, regulations that are implemented in public sectors .

## **The criticism of the this Approach**

- 1) This Approach is just concerns about laws and regulations or government policies and planning, and neglects their movements and effect in the work inside public sector.
- 2) Neglect the human interaction with these policies.
- 3) Ignored the effect of the external environment to the organization , that means looks at the organization as close system , and it has no interaction with the external environment elements.

## **Functional Approach**

This Approach reflects the effect of management study on the Public administration study.

This Approach assume that managing Private sector as same as managing Public Sectors.

The two sectors wants to reach to their goals. So as to reach to their objectives there must be functions of management in all types of organizations.

## **Types of functional Approach**

There are sixth functions in the functional Approach, which are :

- 1) Planning
- 2) Organization
- 3) Directing/Leading.
- 4) Controlling.
- 5) Personnel Management.

6) Functional and Budget Management.

## **Planning**

Is the translate the Public Policies into real processing work that comes from the Legislative Authority .Also means the way of selection when there are various alternatives , that lead to reach to the goals, which come from Public Policy (Government).

## **Organizing**

That means to make a hierarchical to the internal Public Organization work.

This hierarchical makes people know their authority .duties and responsibilities through their different levels .Also reflects the type of relationship between top managers and their employees.

## **Directing/Leading**

This function reflects managers' effort in leading their departments and employees by instructuring them their duties and responsibilities, also solving their problems that affect their work.

Moreover ,they motivate and develop their abilities for the work.

## **Controlling**

It concerns with legal and illegal means of measuring the employee's performance in the Public Sector, that comes from the government policies.

### **Ways of controlling :**

- 1.Make definite parameter for the measuring.
- 2.Collect information about employee's performance
- 3.Compare this collected information with the definite parameter ,  
And define or find out the exact problems.
- 4.Define the responsibilities of these problems.
- 5.Make a report reflects the suitable solutions that must be done.

## **Personnel Management**

It concerns with the legal organizational management for the civil services, such as

Civil Services policy ,making budgeting for public empolyment.selection and recruiting in job analysis as well as making wages and salaries hierarchical.

This function also concern about measuring employees, performance and offering training and motivation.

### **Financial and Budgeting Management**

This function is concerned about finance supporting and studying

The way and methods of expending the money inside the Public Sector, in order to make a budgeting

### **The criticism of Functional Approach**

1. Neglect the influence of the external environment to the organization (Public), since this function just focusing in the internal environment of the Public Sector i.e. the work processing inside the organization.
2. Ignore the human element that has a big effect on the organizational function organizing as well as the production .
3. This Approach assumes that these functions are static and can not change according to the external environment change.

### **Behavioral Approach**

This approach appears as the result of the effect of sociology ,psychology and social psychology in the Public Administration Science. This approach aims to study the organizational behavior performance inside public organization that the exact element pull of employee's behavior inside it.

### **Behavioral Approach Assumption**

1. Looks at the organization as the society (Public Organizations have social impression).

Since organizations consist of people who have different altitudes, social believes, habits and customs, also a group of people that is has a social relationship link. These social organization aims attracting with different social organizations such as pressure groups of the Public that have an effect on the employee's performance.

2. The importance of Informal Relationship inside the Public Sectors and its effect on the Public Sectors performance.

This approach view is not applicable in Public Sectors, for these reasons stated bellow:-

1. This approach is anew approach , so there is no enough references and researhes enough on this field to be applied on the Public Sector.

But the Public Administration scientist said that this approach is not a new one

(Appears in 1936) so there are enough studies to cover this view, the things that prevent this approach to be applied are the:

Governments Policies , Laws and Regulations also the management systems.

2. This approach neglects the effect of economic power and political social system on the Public Sector....

### **Comparative and Environmental Approach.**

This approach is not applicable because of the following reasons:-

1. many people consider it as a western's idea
2. political says that the systems of the government all over the world's states are different. Some are democratic other are dictatorial ,also there are republic states, so one system can not be succeed in all a different public sectors all over the world.
3. The approach neglect people's diversity such as culture, religions and even customs , so one law cannot be implemented on these differences.
4. Different countries have different economic, Political as social policies as such this approach cannot be applicable all over the world.
5. Also countries have different societies , some are civilized and others are primitive, so such people cannot understand such ideas and accepts them.

So this approach must take into consideration these differences and to be contemporary to these different environment (Internal and External Environment).

## **PART THREE**

### **GOVERNMENT SYSTEM IN THE STATE**

Governments exist in order to protect the members of societies from external aggression , disorder and from the consequences of disasters whether economic or natural, however, in many , the government may be organized to serve the interest of particular people or group rather than serving the interest of its general citizens.

States are different in political government systems. Government systems Government system means of practicing government authorities , also means the relationship between the governor with his governnee.

The government system is very important influencing element on the establishing, functions and performance of Public Sector in the society

There are various types of government system or political system , that governmet takes to govern people as Republic ,Kingdom,

Democratic, Dictatorial ,Individual ,Bureaucracy and legal system government systems.

### **Shapes that Forming Government System (two shapes)**

1. The way of selecting the president for definite state.
2. The available political participation level from the citizen in the government policies  
(Political democracy).

### **The selection of the President**

A) **The kingdom state**, the position of kings and independent state is hereditary, like kings of Denmark ,UK,Saudi Arabia. In the old kingdom state system of government , the king has all the authorities in his hand , that is happening in the absence of the democrcay idea.But when there is democracy system, the king or a chief all authorities are taken from his position, because he is not responsible under any mistakes that is happening from them.

### **B) In the Republic State**

In this system ,the president is selected by the election method ,the time that the president has in this position is pointed by the government of the state.

### **Ways of election**

#### **1- Direct way**

That all people must be vote by themselves to the election place and choose the one who they want to govern theme.

## **Indirect way**

In this way, the parliament or National Assembly represents the people of state in choosing the president ; they go on behalf of them in the election place.

The constitution in the Republic system the duties .responsibilities and authority of the president in the democratic system his work just taken place in the executive authority as executiver.

### **The available potical participation level from the citizen in the government policies (Potical democracy)**

**In all democratic systems, there must be:**

**First** ,a parliament (National Assembly), the means the citizen of the country share directly or indirectly in making government policies.

The citizen participation in making government planning, policies affected the work performance and Public Sector relationship. Since the laws that are implemented in the Public Sector are made by the citizens themselves.

**The second** levels of participation is political parties system , political parties are the organizational element that reflect the public opinion ,also they are tools that organize the public politically , in addition , they are organizational channels communicate with the government body and has a great influence on the government policies.

**The third** level of participation is the separation of power , which mean division of power of three government authorities, which are Executive, Legislave, and the judiciary. As these branches Cooperate in the achievement of the overall goals of the government policy .Division of these powers means to put them in a different departments and giving them some independence to extent ,as this division servers as protection against political tyranny (the accumulation of powers in the same hand ) this also gives popular control over the government.

The philosophy of separation of powers thought serve the following:-

1. In order to complement of the federal from of government.
2. Each branch of government could check the activities of others .
3. The kings of the checks and balances just described that various departments of government must co-operate with one other to reach the described.

Although the function of the three branches of the governments seems distinct and separate in practice they are linked in inter-dependent members of the government as the Executive branch is down from the parliaments which is the legislative arm, members of the high court in the judiciary.

**Therefore the three elements of the political democracy system are:-**

- 1) **A parliaments (National Assembly)**
- 2) **Political parties**
- 3) **Separation of powers**

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