

PROVA N. 1

1. La motivazione dell'atto amministrativo
2. La tipologia dei pareri amministrativi
3. Concetto di dato personale e principi del trattamento dei dati personali

INGLESE (lettura e traduzione in italiano del testo inglese)

You're an Anxious Person and Want to Quit Your Job. Here's What to Do.

Leaving a job can create worry in anyone, but especially in people who are prone to anxiety. Preparation and knowing you're not alone can help.

As a person with generalized anxiety disorder, or GAD, I'm familiar with anxiety attacks. But they really kicked into overdrive after I gave notice at my job in 2016. I cried, a lot. A flittering nervous energy was planted in my body and would not budge. A chorus of unhelpful thoughts — What did you do? Why did you do it? — became a soundtrack in my brain. It was loud and on repeat.

INFORMATICA (prova pratica)

Il candidato, nel file excel predisposto, calcoli la somma della retribuzione accessoria relativa al Settore 1-Segreteria

PROVA N. 2

1. Revoca dell'atto amministrativo
Esempio di atto revocabile
2. Deliberazioni e Determinazioni.
Esempi di Deliberazione e di Determinazione.
3. La responsabilità disciplinare del pubblico dipendente.
Il procedimento disciplinare e la tipologia delle sanzioni

INGLESE (lettura e traduzione in italiano del testo inglese)

“Uncertainty is like gasoline on anxiety,” said Craig Sawchuk, co-chair for clinical practice at the department of psychiatry and psychology at the Mayo Clinic. I know this from experience: Major life changes have always catalyzed my worry and kick-started high-octane rumination.

In 2021, when quitting numbers surged and Americans saw the highest quitting rates since the 1970s, according to the Department of Labor, I was envious but also perplexed. Joyfully abandoning stability in favor of winging it? I couldn't imagine choosing uncertainty. I couldn't imagine converting my life into an amorphous blob of time instead of neatly parceled segments of work hours.

INFORMATICA (prova pratica)

Il candidato, nel file excel predisposto, calcoli la somma della retribuzione accessoria relativa al Settore 2-Ragioneria

PROVA N. 3

1. Nullità e annullabilità dell'atto amministrativo
Esempio di atto nullo e di atto annullabile
2. Il parere del responsabile del Servizio Finanziario e il visto di regolarità contabile
3. Tipologia dei controlli interni nel Comune

INGLESE (lettura e traduzione in italiano del testo inglese)

Anxiety can be constructive

Almost nobody quits or considers quitting without worrying at least a little. There are concerns about putting food on the table, health insurance and child care, to name a few. But for clinically nervous people, the idea of quitting a job, even a bad one, could open up a can of worms.

The latest edition of the Diagnostic and Statistical Manual of Mental Disorders, or DSM-V, lists multiple disorders under the umbrella of anxiety. They include GAD — “excessive anxiety and worry (apprehensive expectation), occurring more days than not for at least 6 months” — as well as phobias and panic disorder, which can overlap but are not synonymous, said Jennifer Villatte, a clinical psychologist and chief of the Adult Psychosocial Interventions Research Program at the National Institute of Mental Health.

INFORMATICA (prova pratica)

Il candidato, nel file excel predisposto, calcoli la somma della retribuzione accessoria relativa al Settore 3- Edilizia LL.PP.

PROVA N. 4

1. Gli elementi essenziali e la struttura dell'atto amministrativo
2. Le funzioni del Sindaco
3. Gli obblighi di pubblicazione concernenti l'organizzazione e l'attività delle Pubbliche Amministrazioni

INGLESE (lettura e traduzione in italiano del testo inglese)

David Rosmarin, an associate professor of psychology at Harvard Medical School and founder of the Center for Anxiety, said that when people have been in a job for a while, even one they dislike, the structure and repetition can be a calming force: "You know that the commute is 49 minutes and you have to go to that train station, which you don't like going to. You know that your boss is a jerk. But when you leave, the reason specifically anxiety comes up is because you're facing uncertainty."

Despite how it can feel, anxiety is not necessarily a sign of a bad decision. It might mean the opposite, said Dr. Rosmarin, whose book "Thriving With Anxiety" is publishing in the fall: "The crazy thing is that when people feel a spike in anxiety, often but not always, if it's in the context of a life change, that's actually an indication that they're on the right track."

INFORMATICA (prova pratica)

Il candidato, nel file excel predisposto, calcoli la somma della retribuzione accessoria relativa al Settore 4-Polizia Locale

PROVA N. 5

1. Gli elementi accidentali dell'atto amministrativo
2. Ruolo e funzioni del Segretario Comunale
3. Principi di economicità, efficienza ed efficacia

INGLESE (lettura e traduzione in italiano del testo inglese)

So what if you want to quit but feel stuck?

The ability to weigh different outcomes without actual trial and error is what makes us uniquely human, Dr. Villatte said. The problems start when we can't come to a decision and the consideration phase turns to worry. Once someone is stuck in a worry loop, she added, it usually causes them to do one of two things: respond impulsively or be stuck completely.

"When that sympathetic nervous system is active, you stop digesting food," Dr. Villatte offered as an example. "You have to be digesting food, otherwise you're not going to survive very long. But stress is so effective that it actually can shut down these essential functions."

INFORMATICA (prova pratica)

Il candidato, nel file excel predisposto, calcoli la somma della retribuzione accessoria relativa al Settore 5-Personale

PROVA N. 6

1. Differenza tra atto e provvedimento amministrativo
Esempio di atto e di provvedimento amministrativo
2. I diritti del consigliere comunale
3. Gli Uffici di supporto agli organi di direzione politica

INGLESE (lettura e traduzione in italiano del testo inglese)

This can also happen to anxious people who suspect it's time to quit. Dr. Sawchuk said the key is to gently approach whatever it is that's creating the discomfort, by doing "the opposite of what the anxiety is telling you to do." He added, "If it's saying 'avoid, avoid, avoid,' we've got to figure out ways to gradually approach."

Dr. Franklin Schneier, co-director of the Anxiety Disorders Clinic at the New York State Psychiatric Institute, said that to find a middle ground between impulsivity and immobility, it's important to differentiate between "what's unhelpful worry and what is useful problem-solving." He explained: "Some people get caught up in anxious ruminations, repeated kinds of things; sometimes they believe that that's actually helpful problem-solving when it may just be spinning their wheels." Instead, he recommended that "if you find yourself with negative thoughts about the situation, think about it as constructive: 'What do I actually need? What could be helpful to me to manage the thing that I fear?'"

INFORMATICA (prova pratica)

Il candidato, nel file excel predisposto, calcoli la somma della retribuzione accessoria relativa al Settore 6-Servizi Sociali