

## TRACCE PROVE ORALI

### N. 1

- Che cosa si intende per diritto di accesso ai documenti amministrativi?
- Definizione e contenuti dell'Albo Pretorio.
- Codice di comportamento dei dipendenti pubblici. Principi e finalità.
- *I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view. We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."*
- Conoscenze informatiche

### N. 2

- Acquisti di beni in affidamento diretto.
- Le funzioni del Direttore Generale.
- Rapporti tra pubblico dipendente e soggetti privati nel Codice di comportamento dei dipendenti pubblici.
- *Lucas goes to school every day of the week. He has many subjects to go to each school day: English, art, science, mathematics, gym and history. His mother packs a big backpack full of books and lunch for Lucas. His first class is English, and he likes that teacher very much. His English teacher says that he is a good pupil, which Lucas knows means that she thinks he is a good student. His next class is art. He draws on paper with crayons and pencils. Lucas likes art. It is his favorite class.*
- Conoscenze informatiche

### N. 3

- Quali categorie di documenti sono sottratte al diritto di accesso?
- Cosa si intende per accertamento di entrata?
- Comportamento in servizio del dipendente pubblico.
- *My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the*

*garden but my sister hates to work in the garden. She prefers to read. She reads in the morning, in the afternoon and at night. I give all of the vegetables to mom and dad. They like to cook in our small kitchen. I eat any vegetable but my sister eats only a few.*

- Conoscenze informatiche

#### **N. 4**

- Il Consiglio provinciale e le sue funzioni.

- Il Regolamento di organizzazione.

- Rapporti con il pubblico da parte del dipendente?

- *Good morning, Cecilia, how are you feeling today?*

- *I do not feel very well, Doctor Klein. I hope that you can treat my illness.*

- *I'm sorry that you feel very sick. Tell me some of your symptoms so that I can give you a proper diagnosis.*

- *I am extremely exhausted, and I don't feel any better today.*

- *I have seen these symptoms recently in some of my other patients. I'll check your temperature and examine you to give you a proper diagnosis.*

- *Thank you, Doctor.*

- Conoscenze informatiche

#### **N. 5**

- Che cos'è un'autocertificazione e quali stati possono essere autocertificati?

- Le funzioni fondamentali della Provincia.

- Quali sono le fattispecie di conflitto di interessi nell'ambito dello svolgimento dell'attività lavorativa del dipendente pubblico?

- *My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.*

*I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.*

- Conoscenze informatiche

## **N. 6**

- Gli elementi essenziali contenuti nella Determinazione a contrarre.
- Le funzioni del Segretario Provinciale.
- Obblighi/doveri del dipendente pubblico.
- *I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind. My grandmother also lives with us. She came from Italy when I was two years old. She has grown old, but she is still very strong. She cooks the best food!*
- Conoscenze informatiche

## **N. 7**

- Lo Statuto Provinciale e i suoi contenuti.
- Il Piano Esecutivo di Gestione nell'ordinamento degli Enti Locali.
- La valutazione delle prestazioni del dipendente.
- *My name is Clark and I will tell you about my city. I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.*
- Conoscenze informatiche

## **N. 8**

- Gli elementi essenziali dell'atto amministrativo.
- Il DUP nell'ordinamento degli Enti Locali.
- La disciplina dell'orario di lavoro.
- *Every year we go to Florida. We like to go to the beach. My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to make sandcastles and watch the sailboats go by. Sometimes there are dolphins*

*and whales in the water! Every morning we look for shells in the sand. I found fifteen big shells last year. I put them in a special place in my room. This year I want to learn to surf. It is hard to surf, but so much fun! My sister is a good surfer. She says that she can teach me. I hope I can do it!*

- Conoscenze informatiche

## **N. 9**

- La prevenzione della corruzione.

- Le dichiarazioni sostitutive.

- L'esclusività del rapporto di lavoro del pubblico dipendente.

*- Hi! Nice to meet you! My name is John Smith. I am 19 and a student in college. I go to college in New York. My favorite courses are Geometry, French and History. English is my hardest course. My professors are very friendly and smart. It's my second year in college now. I love it! I live in a big house on Ivy Street. It's near the college campus. I share the house with three other students. Their names are Bill, Tony, and Paul. We help each other with homework. On the weekend, we play football together. I have a younger brother. He just started high school. He is 14 and lives with my parents. They live in Boston.*

- Conoscenze informatiche

## **N. 10 – PROVA NON ESTRATTA**

- L' "Amministrazione Trasparente" ed i suoi contenuti.

- La figura del responsabile del procedimento e relativi compiti.

- Quale comportamento deve tenere il dipendente a fronte dell'offerta di regali o vantaggi economici da soggetti diversi?

*- Montie's mother was coming to dinner, so he decided to get out the beautiful dishes she gave him. He looked forward to impressing his mother. He remembered how great he felt when she gave him the dishes. First, he got out his best silverware, cups and plates. He placed white flowers in a vase in the middle of the table. They had a beautiful aroma.*

*As Montie stood back to admire his work, the doorbell rang. Montie had finished just in time because his mother had arrived.*

- Conoscenze informatiche

### **N. 11**

- Le variazioni di bilancio negli Enti Locali.
- Il procedimento amministrativo.
- A chi spetta il controllo sull'attuazione e sul rispetto del Codice di comportamento dei dipendenti?
- *My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes.  
At night dad likes to listen to music. Mom works on the computer. I watch television. And my sister reads. Soon we go to bed. My parents go to bed late but my sister and I go to bed early. I'm ready to go to sleep but my sister wants to keep reading.*
- Conoscenze informatiche

### **N. 12**

- Le funzioni dei Dirigenti.
- Che cos'è la Centrale Unica di Committenza?
- Che cos'è il diritto di accesso e chi può esercitarlo.
- *My family is very important to me. We do lots of things together. My brothers and I like to go on long walks in the mountains. My sister likes to cook with my grandmother. On the weekends we all play games together. We laugh and always have a good time. I love my family very much.  
We have also a beautiful garden in our house, with a lot of grass and three trees. There is a young lemon tree, which is very small. Then, there are a peach tree and an apple tree.*
- Conoscenze informatiche

### **N. 13**

- Il rapporto di lavoro con particolare riferimento alla disciplina delle mansioni.
- La legge 241/90 e il principio di autotutela.
- L'organo di revisione contabile nell'Ente Locale.
- *George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.  
First, he sees dogs and cats. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.  
George decides he wants to get a turtle for his birthday. He buys a book on how to take care of a turtle and a list of what types of turtles the store has.*

- Conoscenze informatiche

#### **N. 14**

- I principi fondamentali cui deve ispirarsi l'attività amministrativa.
- La figura del Responsabile per la trasparenza.
- Il bilancio degli Enti Locali.
- *David is a dentist in York. He's happy to work in the centre of this small city. He can go shopping in his lunch hour or go for a walk and look at the ducks on the river. He doesn't need a car, unless he wants to drive out of York into the countryside.*  
*There are several museum in York and a large cathedral. Tourists come there from all over the world to walk along the city walls or to visit the famous railway museum or to go in a boat on the river.*
- Conoscenze informatiche

#### **N. 15**

- Le funzioni della Provincia dopo la Legge n. 56/2014.
- La motivazione del provvedimento, ai sensi della Legge n. 241/1990.
- Le fasi dell'entrata.
- *Coffee is one of the most popular drinks in the world. It is slightly acidic and can have a stimulating effect on humans because of its caffeine content. It can be prepared and presented in a variety of ways. The effect of coffee on human health has been a subject of many studies. The majority of recent research suggests that moderate coffee consumption is benign o mildly beneficial in healthy adults.*
- Conoscenze informatiche

#### **N. 16**

- Le fasi del procedimento amministrativo.
- Pari opportunità ai sensi del D.Lgs. n. 165/2001.
- La potestà regolamentare della Provincia con particolare riferimento al Regolamento di Contabilità.
- *My city isn't a bad city, because it's a quiet city with very little crime and lots of people move here*

*to start families. There are plenty of schools and several parks. There are also quite a number of jobs. Having grown up here, I know it well. Too well. I'm ready to move to another place. I want to see other cities and other countries. I think it's important to learn new things and explore other cultures. It helps me to see things in a new way.*

- Conoscenze informatiche

### **N. 17**

- L'accesso civico.

- L'elemento della motivazione nel provvedimento amministrativo.

- Il parere di regolarità contabile.

*- In my part of the office, there's me and then there are three others, Lucy, Helen and Paul. Paul is the new one. He arrived only three months ago. He was a lawyer before, then he decided he didn't want to be a lawyer anymore, so he changed his job completely. Helen arrived at the company only a month or two after me and she's my best friend. Lucy is the grandmother of the office. She started working here almost twelve years ago.*

- Conoscenze informatiche

### **N. 18**

- Le funzioni del Responsabile del Procedimento.

- Gli acquisti di servizi tramite affidamento diretto.

- Le cause di estinzione del rapporto di lavoro.

*- My job is a long distance from my home, almost 50 miles away. I have to wake up early every morning, as I'm always in a rush. There's never enough time for a relaxed breakfast. At exactly 6:00 AM, I get into my car and start the long drive. The drive to work takes about one hour. Going back home in the evening after work takes even longer, maybe around 70 minutes. I could try to take the train instead of driving.*

- Conoscenze informatiche