

GRUPPO 1 - D. Lgs 165/2001

1. Il reclutamento del personale.
2. La disciplina delle mansioni.
3. Incompatibilità, cumuli di impieghi e di incarichi.

GRUPPO 2 - Ccnl 21.5.2018

1. I permessi retribuiti.
2. Il Codice disciplinare trattato dal CCNL.
3. La progressione economica all'interno della categoria.

GRUPPO 3 - D. Lgs Tuel (267/2000)

1. Competenze del Consiglio Comunale.
2. Competenze della Giunta Comunale ed i pareri sugli atti deliberativi
3. Competenze della Dirigenza

GRUPPO INFORMATICA

1. In una relazione su un file in word che devo preparare per il responsabile dell'ufficio occorre inserire un grafico riepilogativo di dati riportati in una tabella excel; come faccio a creare il grafico in excel, ad inserirlo nella relazione e ad inviare la relazione che chiamerò "Rel_2022" al responsabile, in modo che possa anche correggerla?

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2. Facendo riferimento al programma excel indichi il candidato quali azioni pone in essere per ottenere una tabella di dati in modo che risulti la seguente tipologia di dati con le relative formule:

Settore	n. giorni presenza annui dipendenti categoria D	n. giorni presenza annui dipendenti categoria C	Totale giorni complessivi di presenza annua del personale	% giorni di presenza annua per settore rispetto al totale giorni di presenza nell'ente
X	2000	1800	3800	29,6875 %
Y	3500	2700	6200	48,4375 %
Z	1500	1300	2800	21,8750%
Totale ente			12800	100 %

3. Devo predisporre un provvedimento di liquidazione analogo ad altri già effettuati e presenti nel pc di utilizzo corrente. Indichi il candidato quali azioni pone in essere per realizzare la bozza di provvedimento e relative modalità di inserimento del medesimo in procedura con l'utilizzo degli attuali sistemi di redazione degli atti (siscom - venire), per la relativa verifica contabile e firma del responsabile.

TESTI IN LINGUA INGLESE

1. San Francisco

In June, Diane visited her friends who live in San Francisco, California. This was Diane's first time in the city, and she enjoyed her opportunities to walk around and explore. On the first day of her trip, Diane visited the Golden Gate Bridge. This red suspension bridge measures 1.7 miles in length. Diane and her friends did not walk across the bridge. However, they viewed it from the Golden Gate National Recreation

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Area, which offers hiking trails, picnicking areas, and presents spectacular views of the bridge and city. Diane and her friends made sure to take a group photograph here, featuring the bridge in the background.

The next day, Diane and her friends visited Alcatraz Island. This island is located 1.25 miles offshore in the San Francisco Bay. It used to serve as a lighthouse, military fort, and prison. Diane and her friends took a small tour boat across bay to reach the island. Their visit included a guided tour through the old military base and prison. They also took a walk around the island to appreciate some of the native wildlife in addition to the views of the city. Diane and her friends spent the final day of her visit in San Francisco's downtown area. Diane's favorite part of her entire trip was taking a trolley to transport her up and down the hilly streets of San Francisco. Diane did a lot of shopping downtown on her last day. She and her friends celebrated the end of her visit by having dinner at one of San Francisco's best restaurants.

2. Chicago

Keith recently came back from a trip to Chicago, Illinois. This midwestern metropolis is found along the shore of Lake Michigan. During his visit, Keith spent a lot of time exploring the city to visit important landmarks and monuments. Keith loves baseball, and he made sure to take a visit to Wrigley Field. Not only did he take a tour of this spectacular stadium, but he also got to watch a Chicago Cubs game. In the stadium, Keith and the other fans cheered for the Cubs. Keith was happy that the Cubs won with a score of 5-4.

Chicago has many historic places to visit. Keith found the Chicago Water Tower impressive as it is one of the few remaining landmarks to have survived the Great Chicago Fire of 1871.

Keith also took a walk through Jackson Park, a great outdoor space that hosted the World's Fair of 1892. The park is great for a leisurely stroll, and it still features some of the original architecture and replicas of monuments that were featured in the World's Fair.

During the last part of his visit, Keith managed to climb the stairs inside of the Willis Tower, a 110-story skyscraper. Despite the challenge of climbing the many flights of stairs, Keith felt that reaching the top was worth the effort. From the rooftop, Keith received a gorgeous view of the city's skyline with Lake Michigan in the background.

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3. Going to work in the morning

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. I usually like driving on the highway more than in the city. During the morning rush hour, though, it's not very enjoyable. The heavy traffic is a little bit annoying. So I always listen to my favorite classical music CD's in the car - Chopin, Mozart, and Bach. That cheers me up a lot. The drive to work takes about one hour. Going back home in the evening after work takes even longer, maybe around 70 minutes. Lately I've been thinking about trying to take the train to work instead of driving. That way, I could still listen to my music with headphones, and even read a novel at the same time.

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