UDC 351.85+655

**MANAGEMENT OF PERSONNEL TIME IN OPERATIONS MANAGEMENT**

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***Research methodology.*** *The research methodology is made up by the results of the study of problems of domestic scholars and practitioners. We have used such methods: analysis, synthesis, method of observation, statistical methods.*

***Results.*** *We have proved the feasibility of the working time study of managerial staff in production management. An observation of the working time costs by the method of moment observations and questionnaires has been done. The values of parameters of the organization level of the studied employees and its effectiveness have been received.*

***Novelty.*** *The methodology of studying the working time of managerial staff has been further developed. The methods of assessing the organization level of administrative work on the system of parameters have been improved.*

***Practical significance.*** *The study of the working time costs of specific management employees has been done; their level of the work organization has been identified. A real potential for improving the time use of managers at various levels and their impact on improving productivity in practical activity have been shown.*