

# *Office Analysis in the Determination Process Officials:*

*Based on the Public Works Agency in Bengkulu Province*

Iqbal M. Mujtahid; Sri Suwitri; Hascaryo Pramudibyanto  
Public Administration, Doctoral Program, Faculty of Social and Political Science  
Diponegoro University  
Semarang, Indonesia  
Office Email: prodidap@gmail.com

**Abstract**—Human resources are a prime organization mover. The civil servant management is using the analysis of the position, this analysis resulting position description job title and specifications position. This research aims conducting a study of the institutional compliance office and analysis bases on the employee placement on the basis terms office, the suitability of employee placement specifications office is more details and bases on education level and courses, competence, experience and physical condition. The results show the placement of employees on the basis office terms is in compliance with the employment conditions. The proportion of the workload is in compliance with the number of employees is still happening though inequality workload.

**Keywords**—Analysis of the Position; The Officials; Competence

## I. INTRODUCTION

An organization that is well managed and controlled will result in good performance anyway. It is expected this to occur in the Work Unit abbreviated as (Satker) Implementing national road abbreviated as (PJN) Office of public works abbreviated as (PU) in Bengkulu province. With the number of great human resources, amount 55 people, Bengkulu province is supposed to control their employee performance proportionately. But that happens when it is the opposite. Although the PJN is dominated by male employees who are perceived better understand infrastructure issues, but have yet to show positive results. So it is also with the secondary scholarship is owned by the majority employees in this matter, this institution doesn't provide significant impact.

Through a study conducted Christianty (2013), note that there is necessity to be treatment for employees in this institutions, although they are already have a high working period. Rationale study is the formation of basic tasks and employees functions whose haven't fit the actual conditions. That is, this still requires one fundamental change in order for the target that they set in the construction of infrastructure in Bengkulu able to match time planned.

## II. THEORETICAL FRAMEWORK AND METHOD

This research of policy analysis is done with qualitative method. The data objective is gotten through interviewing

process and focus on group discussion with this institution employee in Bengkulu province.

## III. RESULT AND DISCUSSION

The development of the needs and demands of the organizations is one crucial thing in good government. This should be preceded by the recruitment system existence of prospective employees accordance with the field work needed. In this context, not all educational background would be appropriate and relevant to the work load of prospective employees. Moreover, prospective employees should be reinstated later the specific strategic and quick decision necessity, demanding the competent of human resources presence. In pre survey done, found indications that there is a discrepancy work areas with employees who accept the task. The rank and educational background, there are eight people that doesn't relevant. Constructive technical things whose is done by employees who set back non-education technique. This certainly will add to job finishing, and will even occur when the work is done by those who set of engineering education.

The Organization has a structure and descriptive way, the sustainability work of its organization feared would have experienced constraints. For the necessary presence of rearrangement is in the placement terms officers, field work, and educational background. The arranging with this study, the author expects that these institutions has one standard and criteria of workers who are expected to support its performance and pattern arranging or a basic analysis of the office who are able to provide a positive contribution for the employee's position description arrangement. Thus, through the authors study will describe the answers of two problems. In this case, the author is convinced that this will be able to give benefits about employee placement mechanism accordance with the setting of the aft education and office, as well as analysis results can provide new knowledge for all employees in this institutions so this quality achieved performance accordance with the targets and their workload.

#### IV. ORGANIZATIONAL MANAGEMENT

The institutional context or hierarchy is meant as an order of the organization that owns the command chain in the form of a pyramid of its components at the lowest level to the top. Nature can also be military or others. On each eye there is a chain of command authority and responsibility contained in the organization. Certainly the organization is an implicit describing rules or procedure by some organizations is doesn't assessed flexible. For organizations that have the institutional rules of the grammar neat, they have set so many forms that showed the delegation authority of work descriptions, accordance with the power hierarchy.

One of the organizations follow the institutional systems kind have been set a division of labor, specialization, impersonal orientation, hierarchical power, regulations, careers, and efficiency. In doing so, it will be created the optimal work efficiency. In general institutional as well as the order that has great ability in moving the organization, because the institutional styled formally rising to the rational actions within an organization. In fact, Sinambela (2008) indicates institutional as a means or instrument for the exercise activities of the Government.

As for the institutional characteristics, such as those delivered by Widodo (2001), is a public institution that must be able to work in an efficient, effective, competitive, responsive, and adaptive. In addition, the public must have institutional willingness and ability required to develop them self, adjusting with the dynamic situation and the uncertainty environment.

Local government institutional as well as in Sumatra is an extension of the central institutional hands in access for the Ministry of governance and development in this region. The position of the Government in Bengkulu bases on issue of democracy, autonomy, and openness are very strategic. The cause of its existence institutional local is the spearhead community growth participation in the national process and regional development.

#### V. CONCLUSION

The term analysis procedure is in a single new demand. This factor rates important thing because this is a general procedure of leadership organization that will be able to take a decision, because the office analysis procedure is a position analysis in the implementation guidelines. Steps to be taken by the leadership of this institution in Bengkulu province, among others, is to determine the utilizing results of the information analysis Office, collecting information about the background by way of gathering and data qualify, reviewing the background information in organizational charts form, process chart, and job description of staff.

The next step is to do the selection. It can suppress the budget unit of work and more efficient use of time. Other measures, namely in the form of information gathering analysis position by position analysis with actual spool data on work activity, employee behavior is required, the working conditions, as well as the terms of implementing personnel work units. Putting together a job description and job specification, analyze the work, putting together a job description and work evaluation of staff, being one step form the leadership of this institutions. This can also be leadership guidance of the unit's work to foresee or take into organizations development account to pay attention the employee ability in the future.

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