

Abstract

Fire and Rescue Bandung Government Department is department that serve service in fire prevention and suppression also rescue. One of the fields in Fire and Rescue Bandung Government Department is the secretariat field which has main duty of managing secretarial service. Based on the calculation of the number of employees done by the Fire and Rescue Bandung Government Department, noted that in 2014 The number of actual employees is less than the number of needs that have been calculated while the addition of employees every year continues to occur without any calculation beforehand whether the recruitment is needed or not every year. It makes the inefficiency work because not knowing the optimal number of employees in Fire and Rescue Bandung Government Department. Therefore, it is required a method in the form of human resource planning based on standardized workload measurements in order to create effectiveness and efficiency in optimizing human resources in the Fire and Rescue Bandung Government Department. In the formulation of standardization, the workload is calculated using work sampling method. This method can be used measuring workload, productivity, and calculate the number of standardized employee needs that will become a reference for human resource planning.

Keywords: Human Resource Planning, Workload, Work Sampling, Optimal Number of Employees