

ABSTRACT

PT XYZ is a start-up company established since 2016 and is a company engaged in android / apps developer. As a new company in the stage of development still has many things to be fixed and improvements to become better. In its development the company is very influenced by the performance of human resources in the company. To have human resources with good performance and optimal employee must understand well what description of positions owned and what specifications must be owned by an employee in work in accordance with their field. PT XYZ has three divisions: marketing, technical, and financial divisions. In its condition now only one division whose performance has increased, two divisions have decreased. One of the causes is an inaccurate job analysis so that employees do not know well what job description and job specification that must be owned. So in this research will be done the design of position analysis on PT XYZ to help companies in the stage of development so that the performance of the employees become more optimal. This position analysis will be performed to generate jobdesk and jobspec that will be in accordance with the functions and criteria needed in the fields that exist in the company. The variables studied to generate job description include the introduction of positions, summaries of positions, obligations, supervisors, working relationships, tools and materials needed in work, and working conditions. While for job specification include gender, age, skill, training, experience, body condition and special feeling condition.

Kata kunci : *Job Analysis, Job Description, Job Specification*