

ABSTRACT

Human resources play an important role in improving the company's competitiveness. In addition, human resources have a role to support the realization of the company's strategic plan and increase company productivity. PT RTI is a company that focus on the field of defense industry such as a radar. In the last three years the company has not been able to meet the demand target according to the schedule and also due to the lack of manpower, causing the workload in the production division to increase. Analysis of workload and manpower planning is needed in order company achieving the demand. From the workload analysis the company can be known the workload and productivity of each employee and can be used for manpower planning.

Workload analysis and manpower planning will be done by using work sampling method. The first step is to gather the data required for observation and after that do the several test for the data. After that, determine the allowance and adjustment factors and then it can be proceed to calculate workload. Then, determine the standard time of each employee. The standard time can be used for the manpower planning.

The results of the workload analysis show that the workload limit control is from 107,96% to 126,62%. The workload for each job is as follows: Designer (107,11% - Underload), Mechanic (145,59% - Overload), System Developer (118,61% - Optimal), Quality Control Staff (98,46% - Underload). Based on the workload that has been measured, the manpower planning needed in the company are one designer, five mechanics, three system developers and one quality control staff. For employees who are still working in an underload condition, the company decides to carry out further training.

Keywords — manpower planning, workload analysis, work sampling