

ABSTRACT

PT. INTI is a company engaged in the field of telecommunications industry and assembly which acts as a major supplier of technology-based development. At present the company is undergoing a change in the organizational structure that causes the company does not yet have a job analysis document, one of the divisions that is changing is the Human Resources Management division in the Organizational Development and HR section. This study aims to conduct a proposed job analysis design, with the hope that the company PT. INTI has a job description document and the appropriate job specifications.

The method in this research is a qualitative method with a case study approach. The object of this research is all positions in the Organizational Development and HR Division. In job planning, this study uses a multimethod job analysis approach. Furthermore, in checking the validity of the data in this study, it was carried out by conducting member checks to verify the information presented in the study. Checking members will be carried out by the manager in the organization development and HR department.

The results of this study are the proposed analysis of the position design for the position in the organizational development and HR section that can be used by the company as a reference in carrying out human resource management activities in the company.

Keyword : Job Analysis, Job Description, Job Specification, Management Human Resource Development