

ABSTRACT

BP2D West Java province is a government agency engaged in research and regional development. Currently BP2D will restructure in 2023. Therefore, it is necessary to do a job analysis of existing positions in the department in BP2D. The department that needs to be done in is the department of Innovation and Technology.

The method used is Worker Oriented Methods with the Position Analysis Questionnaire approach. The object of this research is all positions in the department of innovation and technology. The process of validating the design results will be carried out by stakeholders, namely the Head of Innovation and Technology and also human resource analysts for the apparatus from the sub-section of personnel, general, and public relations of BP2D West Java Province.

The result of this research is a job analysis design (position description and job specification) in the department of innovation and technology that can be used by the agency as a reference in implementing human resource management.

Keywords: Human Resource Management, Job Analysis, Job Description, Job Specifications,