

CHAPTER I INTRODUCTION

I.1 Background

Human resources are one of the key factors to achieve the company's goals. Human resource capabilities can increase the effectiveness and efficiency of a company. Therefore, the company needs to manage its human resources optimally. An organization either governmental or private in achieving established goals must be through means in the form of an organization driven by a group of people who play an active role as implementers. (Prawirosentono, 1999), having human resources is not enough, there is a need for clear management and one of them is job analysis. According to Dale Yonder, job analysis is a procedure for systematically obtaining job information. Job analysis is an administrative function, a function that is basic in the company and will later be closely related to job descriptions, recruitment, new employee placements, job stands, and evaluations.

BP2D of West Java is a government body to organize government affairs in the field of research and development which includes analysis on science and technology (IPTEK) policy; regulatory, development, and application of science and technology; strengthening of regional innovation systems; as well as the field of monitoring evaluation and science and technology services. The implementation of the development of research and development in West Java Province has been organized through various programs and activities.

Along with the rollout of Bureaucratic Reform in Central Government agencies and Local Governments, it is necessary to hold fundamental reforms and changes to the system of governance, especially regarding institutional (organizational), human resources apparatus and strict (business process). The purpose of bureaucratic reform is to build a state apparatus to be able to conduct their respective missions, duties, and functions and roles cleanly, effectively, and efficiently, to improve better public services. In relation to institutional structuring, staffing, and training and education planning, the preparation of work goals, the determination of competency standards, the determination of job classes and supervision, each agency is obliged to conduct job analysis.

The Innovation and Technology department is one of the departments in BP2D of West Java Province. Based on TUPOKSI (Basic Duties, Functions, Details of Unit Tasks and Work Procedures) BP2D regarding the main task of the Innovation and Technology department is to conduct functions supporting the implementation of government affairs in the field of research and development of innovation and technology including, Technology development and Innovation, Diffusion of Innovation and Application of Technology, Dissemination of Revival. Based on the official website of BP2D West Java Province, there are six positions in the innovation and technology department, namely:

1. Head of Department
2. Supervisor of Research and Intellectual Property Rights
3. Research Manager
4. Creativity and Innovation Data Manager
5. Administrating Evaluation and Research Cooperation
6. Technical Personnel in The Department of Innovation and Technology

Currently, the innovation and technology department of BP2D west Java province does not have a job description of every position. Job description is important for the company, one of which is to avoid the existence of double positions and differences between employees (Yahya, 2018). Based on data received from the field of innovation and technology, there are several tasks that have not yet reached the numbers stated in the BP2D annual work plan (RENJA). This is because there is no appropriate job description for each task. Therefore, a job analysis is needed to get the duties of each position correctly.

The following is data on the targets and achievements of the Innovation and Technology department at BP2D West Java in 2021. This data is taken from the RENJA of BP2D in 2022.

No.	Regional Government Affairs and Programs or Activities	Program Performance Indicators (Outcomes) or Activities (Outputs)	Program and Activity Target (Renja) 2021	Realization of Program and Activity Achievements up to 2021
1	Trial and Application of Bandung Design/Replication and Invention Models in the Diffusion of Innovations and Technology Applications	Number of Trials and Design of Diffusion of Innovation and Application of Technology	3 Documents	-
2	Socialization and Dissemination of Research and Development Results	Number of Outreach Reports and Dissemination of Research and Development Results	3 Documents	-
3	Facilitation of Intellectual Property Rights	Number of Proposed Intellectual Property Rights whose Registration is Facilitated	9 Suggestions	5 Suggestions

Table I.1 Annual Report Listed in the 2022 Work Plan (RENJA)

Based on the data above, the innovation and technology department of BP2D has not achieved several targets that should be achieved in 2021. There is a gap between the target and the realization in the Innovation and Technology Department. Based on the information obtained, this gap occurs because there is no position responsible for the work or targets. The absence of a responsible position occurs due to the unavailability of a position analysis of each position in the department. From the table above, what is meant by documents is the number of studies that have been published by the innovation and technology

department. For suggestions are research plans to be carried out or submitted by the innovation and technology department.

From the data above, a fishbone diagram can be formed to make it easier to determine the root of the problem.

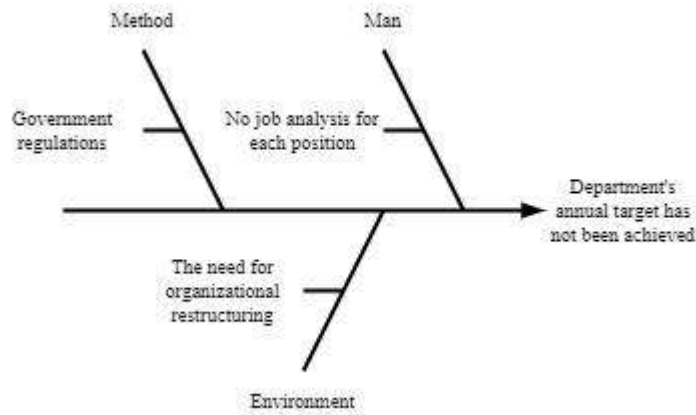


Figure I.1 Fishbone diagram

From the diagram above, the main problem in the department of innovation and technology is that the annual target has not been achieved. According to sources, this happened because there was no proper job description for each position. Whereas this job description can help employees and supervisors to evaluate performance. In achieving the target according to the plan, it is necessary to have a job description of each existing position as a work evaluation material and is also expected to maximize employee performance. The implementation of this job analysis also needs to be done because of the demands for restructuring needs (environmental factors) in the coming period. It is hoped that this job analysis can be used in compiling job descriptions and used as a reference in carrying out the recruitment process later. Job analysis is used to perform human resource management to find out the objectives, duties, work relations, requirements, and the need for tools or machines used as well as working conditions in the company. Job analysis has a relationship with human resource management in carrying out recruitment and selection, training, performance appraisal, job evaluation, and other human resource management activities.

The research method that will be used in this design is using a qualitative method, where this method is a research method to understand a problem about

an object. The method that will be used is Position Analysis Questionnaire (PAQ). This method is used to obtain the required information regarding the job description and job specifications for each existing position. Basically, the use of PAQ is to develop a standardized approach to identifying the person requirements of jobs and to help organizations with job evaluation. However, in some cases, PAQ can be used as information in designing an existing job analysis.

I.2 Alternative Solution

From the existing problems, the analysis can be carried out as follows. The problem occurred because there was a gap between the target and the realization of the work program listed in the 2019 RENJA.

Analysis: There is no job analysis in accordance with the positions in the Innovation and Technology department

Symptoms: The target stated in the RENJA has not been achieved.

I.3 Problem Formulation

Based on the above background, the formulation of the problem used is what the results of the job analysis design in the West Java BP2D Innovation and Technology Department?

I.4 Research Objectives

Based on the formulation of the problem above, the research objective is obtaining the result of the job analysis design for Innovation and Technology Division of West Java BP2D.

I.5 Research Benefits

The benefits from this research are:

1. Results of this result can be used as a base and material for BP2D in conducting job description for Innovation and Technology Department.
2. Researchers can understand how to design and conduct job analysis.

I.6 Writing System

In the preparation of this final project, the writing systematics are as follows:

Chapter I Introduction

This chapter contains a description of the research background, problem formulation, research objectives, research benefits, research limitations, and problem systematics.

Chapter II Literature Review

This chapter contains literature that is relevant to the problem under study and discusses the results of previous research. The second part discusses the relationship between the concepts that are the research study and describes the research contribution.

Chapter III Research Methodology

This chapter describes the research steps in detail including: the stage of formulating research problems, formulating hypotheses, and developing research models, identifying, and operationalizing research variables, designing data collection and processing, designing data processing analysis.

Chapter IV Integrated System Design

All activities in the framework of designing an integrated system for problem solving can be written in this chapter. Activities carried out can be in the form of data collection and processing, data testing, and solution design.

Chapter V Results Analysis and Evaluation

In this chapter, the results of the design, findings, analysis, and data processing are presented. In addition, this chapter also contains validation or verification of the results of research, so that these results have solved the problem or reduced the gap between existing conditions and targets to be achieved. Overall, this chapter discusses in detail the results of the research and their reflections on the research objectives.

Chapter VI Conclusion and Suggestion

This chapter explains the conclusions of the research conducted and the answers to the research questions presented in the introduction. Research suggestions are put forward in this chapter for further research.