ABSTRACT

XYZ mining office is an office or site at a mining location owned by ABC Group. The mine produces copper, silver, gold, and uranium. XYZ mining office has a Logistics division in charge of preparing and shipping copper (cathode). The Logistics division of XYZ mining office was unable to meet the delivery target. This was identified to occur due to various factors such as human resources, machinery, and work methods. The strongest suspicion is the division's HR factor because the Logistics division's work activities are centered on its human resources. This is supported by the HR turnover in the last two months. Based on exit interviews, HR turnover is caused by job burnout because the duties and functions given are not in accordance with the quantity of HR. Therefore, a solution is needed for the problems faced by the Logistics division of the XYZ mining office. An effective solution is planning the optimal number of human resources so that division activities become ideal so that they can meet the product delivery target which is the main task of the Logistics division. This study aims to plan the optimal number of human resources for the Logistics division of the XYZ mining office.

The method used in this research is work sampling. This is because in the implementation of research in the Logistics division of the XYZ mining office, there are various activities of employees at the General Staff workstation/upoksi. This reason is one of the advantages of the work sampling method. The work sampling method was also chosen because it does not require trained observers. The use of the work sampling method can also determine the use of time used by employees during working hours, so that employee activities can be recorded and studied. Observations were made to a predetermined sample of eight people from the General Staff (four HR from each shift) of the Logistics division of the XYZ mining office. Observations were made for three days to General staff in shift-1 and General staff in shift-2.

The results of observations using the work sampling method are the proposed addition of six human resources in the Logistics division with details of two people in the General Staff of the moving & lifting section as many as two people on shift-1 and two people on shift-2. General Staff preparation section requires the addition of human resources as many as one person on shift-1 and one person on shift-2. The GS

/ ML shift-1 (123%) and shift-2 (126%) workload categories are categorized as moderate because the workload percentage is not above BKA (127%) and not below BKB (85%), as well as the GS / P shift-1 (115%) and shift-2 (109%) workload which is categorized as moderate workload. The addition of six human resources to the General Staff of the Logistics division which brings the total General staff to eight human resources per shift makes product delivery meet the target of each shift (3000 products/month). The implementation of the optimal number of human resources plan in the Logistics division of the XZY mining office was verified because the plan results met the plan specifications. The delivery target successfully meets and exceeds the monthly product delivery target of ≥ 6000 products and the planned number of division human resources is ≤ 45 people. The optimal number of human resources plan can be said to be financially feasible because the delivered products will meet the target so that the company's revenue increases.

The plan for the number of employees who have been proposed for the company can be used as a guide or reference in order to minimize the level of fatigue at work so that the resulting workload is still within normal limits and the implementation plan for the planning results provides recommendations for companies to provide optimal results and can improve performance in the company.

Keywords: *work sampling, workload, Logistics*