

Research article

Job Data Formulation Analysis in the Research and Development Agency of East Java

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Abstract.

The Job Analysis program is used to gather data in a systematic manner and make decisions about all relevant information for a particular job. The aim of this research was to examine how Job Analysis has been used in the East Java Province Research and Development Agency's Personnel Management Team. This article was written in a descriptive style with a qualitative perspective. The number of human resources activities was calculated using the Job Analysis results. Due to a lack of staff management positions, the absence of a Job Analysis Implementation Team, and an incomplete Job Analysis Form that had not been updated to comply with current regulations, the study's findings demonstrated that the Job Analysis implementation process was not completed correctly. The authors used Permenpan No. 1 of 2020 as a guideline to compile information on the position of personnel manager. Based on this, the authors recommend that the Sub Division of Administration in Balitbang Province East Java hire one personnel manager, in addition to re-conducting Job Analysis activities using PerMenPANB no. 1 of 2020 as a guideline to ensure that future Job Analysis data is neatly and comprehensively structured.

Keywords: Job Analysis, human resources staff

1. INTRODUCTION

All parts of the government administration system, including personnel resources and institutional management, require reform and modifications in every government. Job Analysis is one of them. Its purpose is to collect data methodically and make consideration about all relevant facts about specific jobs.

In the journal Aleksandra Stoilkovska and Gordana Serafimovic (2017:113) entitled "Job Analysis As An Important Human Resources Management Function" states that:

"Job Analysis organizes information such as assignments, knowledge, skills, abilities, and other information known as KSAO (Knowledge, Skills, Ability and other personal characteristics). Because it is the basis for human resource planning, it provides important information needed for the development and specification of jobs"

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The stages in compiling job analysis information, according to PermenPAN & RB no. 1 of 2020, are preparation, which includes planning, formation of a Job Analysis Implementing Team, notification to organizational units that will be targeted, and submission of job analysis forms and instructions for filling them out. The second stage entails compiling job data, which includes completing a questionnaire, interviews, observations, and references. Processing position data is the third stage, which includes producing job descriptions, compiling job specifications, and compiling job maps, as well as Position Verification.

Position information is very important in every agency, one of which is the Research and Development Agency. Balitbang was created to aid the DPRD's Chief of Staff in organizing government affairs. Balitbang is in charge of preparing and implementing specific Regional Policies, particularly in the field of research and development, by performing functions such as formulating technical policies in the field of research and development, providing support for regional government administration, fostering and implementing tasks within the scope of their responsibilities. As a result, the Research and Development Agency requires qualified and responsible human resources in their sector to ensure that each assignment is carried out as efficiently as possible.

Based on East Java Governor Regulation No. 12 of 2020 which was stipulated on March 18, 2020, there are differences in the organizational structure and job maps contained in the Research and Development Agency of East Java Province compared to Governor Regulation No. 56 of 2016 concerning Position, Organizational Structure, Description of Duties and Functions and Work Procedures of the Research and Development Agency of East Java Province. As a result, the Job Analysis procedure in Balitbang East Java Province will have to be redone. The operations of accumulating job information are carried out by the personnel manager in the Administration Sub Division, according to the findings of field research in Balitbang East Java Province. This is because compiling job information is one of the tasks of other personnel managers such as paying attention to employee competencies, who also have to pay attention to employee competencies, analyze all employee needs, handle SIMPEG applications, compile Bezzeting, summarize SKP, and do a variety of other jobs.

Several issues were discovered while accumulating job information, such as the implementation of Job Analysis operations at the East Java Province Research and Development Agency that did not comply with applicable legislation.

The following are some examples of disparities that can cause problems:

1. At the Balitbang East Java Province, there is a technical contradiction in the formulation of job information, such as the lack of an Implementing Team for Position Analysis. Only one person the Personnel Manager is responsible for the Job Analysis process. This is not in compliance with Permenpan No. 1 of 2020, Article 4 paragraph 1's attachment.
2. In the preparation of the Job Analysis, the Personnel Manager of the Research and Development Agency of East Java Province still uses the Job analysis Form based on Perka No. 12 of 2011. Because the Personnel Manager must use the job analysis form template provided by BKD Prov. East Java. In the job analysis form that has been prepared, there are points of use in assignments that are not included in the items of work materials and work equipment, and there are no position achievements. Meanwhile, in the preparation of the Job Analysis, there are the latest guidelines, namely Permen PAN & RB no. 1 of 2020 concerning Guidelines for Job Analysis and Workload Analysis which should have started to be used. However, for the 2021 transition period it is still allowed to use Perka No. 12 the Year 2011 and for 2022 is required to use the latest.

Therefore, researchers are interested in researching the formulation of the position analysis of the Balitbang Prov. East Java To find the location of the discrepancy in the results of the job analysis. In addition, the reason the researcher chose to analyze the personnel manager was that other position holders in the administrative sub-section did not understand what job analysis was so that the job analysis activities were entirely carried out by the personnel manager, who only had one person. The purpose of this study was to determine the Process of Formulating Position Data Information / Job Analysis at the Office of the Research and Development Agency which included the stages of Preparation, Collection of Job Data and Workload Data, as well as Processing of Position Data and rearranging Position Information on the Position of Personnel Manager of the Research and Development Agency The development of East Java Province following the Ministerial Regulation of PAN & RB no. 1 the year 2020.

2. METHOD

The researcher employed a qualitative descriptive method in the writing of this work. According to Manab (2015: 4), a qualitative descriptive approach is "a series of activities to collect data systematically, sort it based on certain categories, and describe interview data obtained from ordinary conversations, observations, and documentation in the

form of photos, videos, or other types of documentation. This strategy is used to gather detailed information regarding the current issue. Because the data/information is gathered through the process of field observation interviews and documentation, the researcher uses a qualitative descriptive approach, as stated in the title of this scientific study. The following is the emphasis of this scientific article's research:

1. Based on PermenPAN & RB Ministerial Regulation No. 1 of 2020, the process of formulating position data/job analysis at the Office of the Research and Development Agency, which includes the stages of preparation, collection of position data, and workload data, as well as position data processing.
2. Compilation of Position Information for the Position Manager Employment of the East Java Province's Research and Development Agency, based on PermenPAN & RB Ministerial Regulation No. 1 of 2020.

In compiling this article, data collection techniques were used in various ways that were adapted to the desired information, that is:

1. PERMENPAN RB No. 1 of 2020, Journals, and Job Analysis Books are examples of literature studies, or reading or gathering the information or data we need for this piece.
2. Direct observation was employed in the development of this work, in which researchers went straight to the field and observed the problem of a lack of employment analysis applications in the East Java Research and Development Agency.
3. The researcher spoke with a variety of people, including the Personnel Manager, the Head of the Administrative Sub-Section, as well as the staff in the Administration Sub-Division such as general administrators and personnel managers. Researchers can describe or explain the state of the subject or object under study using the information gathered."
4. The documentation for this final article is in the form of photos that describe the work of the Head of Sub-Division of Administration at the Balitbang East Java Province, such as documentation of interviews with the Personnel Manager, Head of the Administration Sub-Section, administrative sub-division staff, documentation of activities and room conditions in the administrative sub-division, and so on.

The data analysis technique employed in qualitative research is aimed at answering the research formulation. Data analysis procedures can be carried out in four ways,

according to Sugiyono (2015: 337): data collection, data reduction, data presentation, and conclusions/verification :

a) Data Collection

Data collection, according to Sugiyono (2015), is the recording of all data acquired from the field. Interviews were conducted with several employees of the administrative sub-section and the head of the administrative sub-section to strengthen the data obtained as well as documentation in the form of photographs to collect data in research for writing scientific articles in the position of Personnel Manager at the Balitbang East Java Province.

b) Data Reduction

Data reduction, according to Sugiyono (2015), is the process of sorting out raw data gathered during study at the Balitbang East Java Province -based on observations, interviews, and documentation with several personnel. Data reduction can be accomplished by summarizing important information and defining the research theme and pattern. This will make it easier for researchers to gather clearer data and conduct more data collection.

1. Data Presentation

The data presentation process, according to Sugiyono (2015), is an activity that involves processing data that has been sorted into shorter data such as charts, narratives, flowcharts, and so on. When researching the Balitbang East Java Povince, the presentation of data in the form of information produced from the outcomes of research via interview, observation, and documentation methods will be summarized according to field conditions.

1. Verification / Conclusion

According to Sugiyono (2015), a fundamental drawing activity of all information gathered when performing research is the conclusion. This conclusion is based on information collected from the Research and Development Agency Province East Java in the form of documents, images, videos, and other media.

3. RESULTS AND DISCUSSION

3.1. PROCESS OF JOB ANALYSIS IMPLEMENTATION

3.1.1. Preparation

The initial stage in the implementation of job analysis is preparation, which includes planning activities, team formation, notification to organizational units that will be targeted, submission of job analysis form, and instructions for filling it out according to PermenPAN & RB Ministerial Regulation No.1 of 2020 concerning Guidelines for Job Analysis and Workload Analysis. The East Java Provincial Government maintains a job analysis team in Balitbang East Java Province, which is part of the Provincial Work Unit (SKPD). The administrative sub-section of Balitbang Province East Java's personnel manager is entrusted with aiding and assisting the provincial government's job analysis team in carrying out employment analysis operations, particularly in collecting data and compiling job information. The remark made by Mr. Joko, the Personnel Manager, clarifies this

"This Balitbang is part of the East Java provincial government's SKPD, so the Job analysis team comes from the organizational bureau directly. His team was appointed by the governor of East Java using a decree. We are here as personnel managers only to assist in gathering and compiling information on their positions or accompanying the job analysis team"

However, the researcher discovered that the Personnel Manager of the East Java Province's Research and Development Agency was only one individual, Mr. Joko Tri Maulana. As a result, no Implementing Team for Job Analysis and Workload Analysis was constituted during the implementation of the Job Analysis at the East Java Province Research and Development Agency. The planning step for the implementation of job analysis did not go well due to the lack of an internal Balitbang Implementing Team for Job Analysis and Workload Analysis. There is no planning step, no communication to the organizational unit that will be targeted, and no job analysis forms or instructions for filling them out are submitted. Personnel managers also experience difficulties because they collect job data and workloads themselves which will be compiled into job information.

3.1.2. Positions Data Collection

At this step, the Personnel Manager in Balitbang, East Java, collects data via reference methods such as e-master websites, regulations, governor, and other related references with job-related data to be analyzed. This is supported by the findings of interviews

performed by researchers with Mr. Joko regarding the gathering procedure, the data to be compiled, and employment information.

”The method that we use is the reference method Website the Service to see the job map, and use Governor Regulation No. 12 of 2020 to see the main duties of the position, besides that we also have a reference to Position Information from the Organizational Bureau.”

The explains that in conducting data collection, the Balitbang East Java Province has a foundation consisting of Governor Regulation No. 12 of 2020 concerning Position, Organizational Structure, Description of Duties and Functions as well as Work Procedure of the Research and Development Agency of East Java Province, East Java Governor Regulation concerning the description of implementing positions within the scope of the East Java provincial government, PerKa BKN no. 12 of 2011 concerning guidelines for the implementation of job analysis and, PERMENPAN-RB no. 33 of 2011 concerning guidelines for job analysis and other personnel information as a data source that functions in the preparation of job descriptions and job requirements. In addition, the above also explains that the method of collecting data in compiling information on the position of Personnel Manager at the Research and Development Agency of East Java Province only uses one method, namely the reference method. This is because the personnel manager assumes that the items of job information needed to compile a job analysis are already on the official website, governor regulations, and job analysis references owned by the East Java Provincial Government Organization Bureau such as job requirements, work materials, and tools, authority and responsibilities and other items of information. This reference method is in accordance with the regulations that the researcher uses.

3.1.3. Position Data Processing and Compilation

Following the data collection by the personnel manager, the data is categorized by position units to compile the position information and input it into the job analysis form in line with PerKa BKN No. 12 of 2011. The position form has not been updated to reflect the most recent PermenPAN & RB Ministerial Regulation Number 1 of 2020 instructions.

This Position Analysis Form contains 5 sheets. There is a table of instructions on how to fill in the job data elements in the job analysis form on the first sheet. The second sheet includes a table with job title, job code, work unit, and task summary information. Job descriptions, work supplies, work tools/tools, work results, duties, authority, job correlation, working environment conditions, work dangers, and physical

effort are all included on the third sheet. Job criteria and requirements are listed on sheet four, including rank/space class, general education, education/training, work knowledge, work experience, work skills, physical condition, abilities, interests, and temperament. The last sheet includes a table of assistance for filling out the position qualifying items and job requirements. Because there is no workload analysis calculation in the job description, there is no description of use in assignments on work materials and work equipment items, and there are no expected work performance items and class positions, the points contained in this job analysis form are not following the PermenPAN & RB Ministerial Regulation No. 1 of 2020.

The BKD of East Java Province provides this Job Analysis Form in Microsoft Excel format, which is subsequently filled up by the Prov. East Java as directed

. "After the job analysis data has been collected, we group it by unit or section, and after that, I fill out the job analysis form from the BKD myself, because there is no team and no other staff who understands ma'am."

According to Mr. Joko's explanation as to the Manager Staffing, he had no problems filling out the job analysis form, both for filling in work talent, work temperament, and worker functions because there is a help table to guide him. Mr. Joko not only knows how to use the help table, but he also knows how to fill out the Job Analysis form, having worked as a personnel manager at the Balitbang east java Office for four years. However, the researcher discovered that when filling out the item descriptions of the job descriptions of the personnel management, the researcher did not adequately describe them. Without discussing how the work is done or why the task must be completed, the staffing manager merely explains what is done and mentions the objects that are carried out by the position.

3.2. JOB DATA FORMULATION IN THE PERSONNEL MANAGEMENT POSITION

The discussion about the preparation of position information is described by referring to the Regulation of the Minister of Administrative Reform and Bureaucratic Reform of the Republic of Indonesia Number 1 of 2020 (Permen PAN & RB No. of 2020), which is based on the data presented by the researcher from the results of interviews, observations, and documentation.

3.3. Job Identity

Identity positions in the results of this discussion consists of names of positions, job codes, work units and positions ikhtislar. The position identification is defined in table 1.1 based on the outcomes of interviews and the combination of job analysis data obtained.

TABLE 1: Personnel Management Position identity.

1. Name of Position of	Personnel Manager
2. Position Code	-
3. Work Unit	Research and Agency Development
Main JPT	-
JPT Madya	-
JPT Pratama	Head of Agency
Administrator	Secretariat
Supervisor of the Implementing	Head of Sub-Division of Administration
Position Functional	Civil Service
Position Overview	-
	Carry out material management activities and report preparation in the field of personnel by compiling programs, controlling and coordinating, as well as checking and evaluating following applicable procedures to support the smooth operation of the sub-the administrative section's main tasks.

3.4. Job Qualification

Job qualifications, according to PermenPAN & RB no.1 of 2020, are requirements that employees must meet to occupy a post and perform their tasks appropriately.

The prerequisites to become a personnel manager are given as follows in table 1.2, based on the findings of the research that characterize the credentials of positions:

TABLE 2: Qualifications of the Personnel Manager.

Formal Education	Minimum Diploma III in the field of Management / Administrative Sciences / Psychology or other fields relevant to the duties of the position
Education and Training	a. Technical Management b. Personnel Management c. Data Base Management
Work Experience	Worked in the same field

3.5. Job Description and Calculation of Workload Analysis Job

A description is a brief and clear summary of all job activities performed by the incumbent in turning work materials into work outputs under specific conditions.

Job descriptions are also supplemented by Workload Analysis calculations to conform with PermenPAN & RB No. 1 of 2020.

The following criteria must be met while writing job descriptions:

- a. What is done, including the object,
- b. How to perform, and
- c. Why should the task be completed

Personnel Manager has a level of efficiency/effectiveness of the position that is classified as less. Based on the calculation of the workload, 1 more person is needed to occupy the position of the personnel manager. According to the workload calculation, one extra employee is required to fill the role of the personnel manager. According to the workload calculation below, the Balitbang East Java Province has a total workload of 1.77, which should be rounded off to 1.50. As a result, the Personnel Manager has a task overload of 0.27. So, based on Minister of Home Affairs Regulation (Permendagri) No.12 of 2008 concerning Guidelines for Workload Analysis, it can be inferred that the job description for staffing managers, as well as workload data, is in table 1.3:

3.6. Work Result

Work results are products that must be achieved by incumbents, according to Regulation No. 1 of 2020 of the Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia. Based on the findings of data collection through interviews and the work of the personnel manager, the following conclusions were reached:

1. The results of personnel administration material and equipment management,
2. Prepared staffing mutation data in the Personnel Application Management System (eMaster),
3. Documents for employee formation proposals,
4. Documents for Civil Servants civil structuring,
5. Document TASPEN,
6. Document List Sort Ranks

TABLE 3: Main Duties and Workload Data of Personnel Manager.

No.	Job Description	Work	Number of Results	Time Completion	Time Effective	employee requirement
1.	In the management of people administration, preparing materials and equipment in line with procedures and regulations for the implementation of the work can be done with either	Activity	48	8	1250	0,30
2.	In the Personnel Application Management System, personnel data input will undergo staffing changes following applicable procedures as a reference for task implementation.	Document	48	8	1250	0,30
3.	As a type of great service, processing materials in employee formation proposals in line with procedures and rules that apply	Document	12	12	1250	0,11
4.	Using the personnel information system to process mutation and promotion proposal materials in compliance with statutory processes and rules to create positions that match the competencies	Document	12	20	1250	0,19
5.	As a form of exceptional service, processing TASPEN proposal materials in compliance with statutory processes and requirements.	Document	12	8	1250	0,07
6.	As a form of excellent service, processing of the Ranking List, promotion proposals, and periodic wage increases in line with applicable processes and regulations.	Document	24	8	1250	0,15
7.	Creating a list of employee performance appraisals in line with rules and laws as a means of enhancing the performance of employees civil	Document	12	8	1250	0,07
8.	As a type of excellent service, process documents such as pension proposals and public servant dismissals in line with rules and regulations.	Document	12	12	1250	0,11
9.	Prepare job and workload analysis following processes required and the provisions that apply to the implementation of the directive.	Document	12	6	1250	0,05
10.	To implement duties staffing, verify and analyze employee data on the Personnel Application System in line with applicable processes and provisions.	Activity	48	6	1250	0,23
11.	Perform other official tasks as directed by superiors	Activity	30	8	1250	0,19
TOTAL				104		1,77
NUMBER OF EMPLOYEES						Persons

7. Document Employee Work Objectives (SKP)
8. Document Proposal for retirement and dismissal of civil personnel
9. Position Information document
10. Report document on the results of the evaluation of the Personnel Application System (e-Master)

3.7. Work Materials

Work materials are inputs that are processed with work actions (tasks) to produce work results, according to Ministerial Regulation of PermenPAN & RB No.1 of 2020. It may be determined that the job analysis data and the results of interviews with researchers have similarities and differences in information based on the results of interviews done by researchers to learn about the job materials of personnel managers. Information equality is the work material used by the personnel manager in carrying out the task. The difference in the information is that there is no description of the use of the task in the job analysis data. Table 1.3 lists the following work materials based on research findings.

TABLE 4: Personnel Manager Work Materials

No	Work Materials	Use in Tasks
1.	Regulation No. 1 of 2020 of the Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia	As a starting point for job analysis
2.	Regulation No. 12 of 2020 of the Governor of East Java	As a reference for the functions of positions
3.	Regional Heads' Vision and Mission, Annual Work Plan Sub-Division of Administration Document	Material and equipment preparation for personnel administration management
4.	Personnel Administration Data	Surveillance of personnel administration management data
5.	Disposition of superiors	Work instructions

3.8. Work Equipment

Work Equipments are facilities or equipment used to convert raw resources into finished goods. Machinery, tools, equipment, and other auxiliary work tools. Based on the results of interviews with researchers about work equipment, it can be concluded that the data on a job analysis and the results of interviews with researchers have similarities and

differences in information. The difference in this information is that there is no description of the use of tasks in the job analysis data. Table 1.4 lists the following work items based on the research findings.

TABLE 5: Personnel Manager Work Tool

No	Work Equipment	Usage in Assignments
1.	Office Stationery	To support task execution
2.	Internet	To support task execution
3.	Computer/Laptop and Printer	To complete official tasks
4.	Desks, Chairs	To support task execution

3.9. Responsibility

Responsibility, according to Permen PAN & RB No.1 of 2020, is a job claim on an employee’s ability to do tasks. The elements of responsibility that the personnel manager is in charge of are not detailed. The job analysis data belonging to the personnel manager in the items of responsibility only explains responsibilities such as compiling and coordinating program plans and technical instructions as well as reporting on the implementation of tasks.

Based on the findings of a study into the obligations of the personnel management, it can be determined that the personnel manager’s responsibilities are as follows:

1. Responsible for the correctness and accuracy, in carrying out the duties of the Personnel Administration Manager
2. The correctness of the proposed job analysis and workload analysis, employee cards, Ranking List (DUK), Employee Work Targets, periodic salary increases, promotions, pensions, staff formations, and mutations.
3. Responsible for the confidentiality of letters, documents, data, and information for personnel administration management
4. Employees’ work discipline is consistent
5. The work environment/atmosphere is harmonious.

3.10. Authority

Definition of authority the right and power of the incumbent to take a stand or establish the decision-making attitude is defined by PermenPAN & RB No.1 of 2020. The results of

the authority interview revealed that there were discrepancies in information between the data on a job analysis and the outcomes of interviews with researchers. The job analysis data compiled by the personnel manager like the items of responsibility is not discussed in detail. The description of the authority of the Head of the Administrative Sub-Section should be as follows :

1. Determine work priorities
2. Make recommendations and considerations to the leadership
3. Prepare a report on the task’s implementation.

3.11. Position Correlation

According to PermenPAN & RB No.1 of 2020 Position Correlation is the working relationship between the analyzed position and other positions related to the implementation of job duties both reciprocally and in the same direction, both vertically such as personnel management with the head of Balitbang East Java Province and the Head of the Administration Sub-section, horizontally as with other positions in the administration sub-section, including general administration, management of the utilization of regional property, and compilers of household needs and equipment, as well as diagonally with BKD Prov. East Java. Based on the results of the study, the correlation of staffing manager positions is by the regulations used by researchers as a reference and is described in table 1.5 as follows:

TABLE 6: Correlation of Personnel Manager Positions.

No	Name Position	Working Unit / Agencies	In Terms
1.	Head of Agency	Research and Development Agency	Consulting and Reporting
2.	Head of Sub Division of Administration	Research and Development Agency	Receive instruction, consultation, and reporting
3.	Positions Other Executive	Research and Development Agency	Coordination / Cooperation

3.12. Working Environment Conditions

The condition of the work environment, according to PermenPAN & RB No. 1 of 2020, is the state of the location where the position performs tasks, which includes characteristics such as work location, temperature, air, room area, location, lighting, sound, workplace conditions, and vibration.

TABLE 7: Working Environment Condition of Personnel Manager.

No.	Aspects	Factors
1.	Workplace	in a closed room
2.	temperature	Cool(18° C)
3.	Air	Good Circulation
4.	room conditions	Narrow
5.	Location	in a low place
6.	lighting	Bright
7.	sound	Quiet
8.	conditions working	Clean
9.	Vibration	None

Based on the findings of a study into the working circumstances of personnel managers, it can be determined that the Personnel Manager’s working environment is to have a desk in a large room of the administrative sub-section with a 2 × 2-meter desk divider between staff. The manager people are a little uncomfortable with a work desk space of only 2 x 2 meters since the desk is full of documents personnel and there aren’t many drawers on the staff manager’s desk. Personnel paperwork is usually kept in the filing cabinet at the far end of the room, but the filing cabinet is full.

3.13. Hazard Risk

Hazard risk, according to the PAN & RB Ministerial Regulation No. 1 of 2020, is the possibility of events or conditions endangering the physical or mental health of employees while doing their jobs. Based on the findings of the investigation into the dangers faced by the Personnel Manager, it can be determined that the risk of danger faced by the Personnel Manager is eye tiredness caused by staring at a computer screen for an extended period. Apart from eye fatigue, the personnel manager has had no accidents or prospective risks of harm as a result of his presence in the workplace, both inside and outside the Balitbang office in East Java Province.

3.14. . Position Requirements

According to PermenPAN & RB No.1 of 2020, civil officials must meet certain credentials to work or hold jobs. According to the findings of the study, no job function items were found in the job analysis form, indicating that the position information for the Balitbang East Java Province is incomplete. The following can describe the requirements for the

position of personnel manager following the regulations used as a reference in table 1.6 as follows:

TABLE 8: Requirements for the Position of Personnel Manager.

1.	Work Skills	Able to process and compile reports
2.	Work Talent	N (Numeric) V (Verbal) Q (Accuracy)
3.	Work Temperament	R, M, T
4.	Work Interests	Conventional, Entrepreneurial, Realistic,
5.	efforts Physical	Fitness, Works with finger, talk, see
6.	Physical Condition	-
	Gender	Male / Female
	Age	No special requirements
	Height	No special requirements
	Weight	No special requirements
	Posture	No special requirements
	Appearance	Neat
7.	Work Functions	D3 (Composing Data) O7 (Serving People) B7 (Holding)

3.15. Expected Achievements

According to the PAN & RB Ministerial Regulation No. 1 of 2020, the expected work performance is of good value and is very good in accordance with the laws and regulations. There are no expected work performance items on the job analysis form for Balitbang East Java province, but the expected achievement points can be found in the Draft Workload Analysis Format file. The following table of work performance is expected to be obtained from the results of the study as follows:

3.16. Class of Position

Class of Position, according to PermenPAN & RB Regulation No. 1 of 2020, is the level of rank established by the weight of the position of duty as determined by the laws and regulations. According to the Governor of East Java's Decree No. 7 of 2019 on the Determination of Position Names and Classes in the East Java Provincial Government, the job class for personnel managers is employment, which includes class 6 positions.

TABLE 9: Expected Work Performance of Personnel Manager.

No.	Work Results	Number of Units of	Time Required
1.	Results of administration materials and personnel management equipment	48	8
2.	Prepared staffing mutation data in the Personnel Application Management System (eMaster)	48	8
3.	Employee documents for suggested information materials	12	12
4.	Arrangements for Civil Servant Documents Civilian	12	20
5.	Document TASPEN	12	8
6.	Document Rankings on a List	24	8
7.	Target Document Employee Work(SKP)	12	8
8.	Prepared documentation for civil workers' retirement and dismissal.	12	12
9.	Position of the Information Document	12	6
10.	The Employment Application System Evaluation Results are documented in this report (3-Master)	48	6

4. CONCLUSION

From the research that has been carried out and the discussion that has been described, it can be concluded to answer the problem formulation, namely the Personnel Manager of the Research and Development Agency of East Java Province which is included in the administrative sub-section in charge of assisting the provincial government Job Analysis Team in carrying out job analysis activities, especially data collection. and preparation of job information. However, because there is only 1 personnel manager, a Job Analysis Implementation Team from the Internal Research and Development Agency is not formed. So that only 1 person carries out job analysis activities. This resulted in the preparation stage in the implementation of the job analysis not running optimally. Meanwhile, at the data collection stage, one method is used, namely the reference method. This is because the personnel manager assumes that the items of job information needed to compile a job analysis already exist on the official website, government regulations, and job analysis references owned by the East Java Provincial Government Organization Bureau. In addition, in the process of compiling and processing position data, the personnel manager fills out the job analysis form that has been given by the BKD. However, the form has not been adjusted to PermenPAN & RB No.1 of 2020 so that the form is incomplete such as no workload calculation in the job

description, no use in assignments on work equipment items and work materials, work performance, class position, and no job function on job requirements.

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