

ABSTRACT

THE RENEWAL OF POSITION AND WORKLOAD ANALYSIS IN MANGGALA DISTRICT OFFICE, MAKASSAR CITY

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This study aims to modernize and implement position and workload analysis in the Manggala district office, Makassar city, based on the Minister of Administrative and Bureaucratic Reform Regulation Number 1 of 2020. A descriptive approach was used in the study methodology, and data was collected through observation, questionnaires, and interviews.

A qualitative method with a descriptive approach was used to analyze the collected data through reduction, presentation, and verification data. The study findings indicate that the Manggala Subdistrict office needs to update and adjust the position and workload analysis to improve productivity and effectiveness. Implementing the position and workload analysis according to the latest recommendations is anticipated to enhance employee performance and public service delivery.

The result of this study is the position and workload analysis document that can be used to facilitate the determination of the appropriate number of employees based on position specifications and the number of employees required for each position.

Keywords: *Position Analysis, Workload Analysis, Employees Performance.*

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