

ABSTRACT
DEVELOPMENT OF JOB ANALYSIS AND WORKLOAD ANALYSIS AT
PROGRAM SUB-DIVISION OF SOUTH SULAWESI SOCIAL OFFICE

Author : Annisa An Nur
Supervisor : Musdalifah

Job Analysis and Workload Analysis at the South Sulawesi Provincial Social Office continue to employ the previous format, namely the Ministerial Regulation of State Apparatus Utilization and Bureaucratic Reform Number 33 of 2011 about Guidelines for Job Analysis, which contains inaccuracies. Based on these issues, this study intends to make changes to the preparation of Position Analysis and Workload Analysis in accordance with Ministerial Regulation of State Apparatus Utilization and Bureaucratic Reform No. 1 of 2020 concerning Guidelines for Position Analysis and Workload Analysis at the South Sulawesi Province Social Office.

This study applied descriptive qualitative research method to develop and evaluate available data in the production of job analysis and workload analysis carried out in the Program Sub Division.

The study's findings are presented in the form of a document for the preparation of Job Analysis and Workload Analysis that includes information on the position and needs of employees at the Head of the Program Sub Division, Planning Analyst, Evaluation and Reporting, Planning Analyst, Budget Program Compiler and Reporting, and Budget Activity Compiler.

Keywords: Job Analysis, Workload Analysis, Job Information, Employees Required

