

ABSTRACT
**DEVELOPMENT OF JOB ANALYSIS AND WORKLOAD ANALYSIS AT
PROGRAM AND FINANCIAL SECTION OF THE SECRETARIAT OF SESEAN
SULOARA' DISTRICT, TORAJA UTARA REGENCY**

Author : Audrey Tasya Amadea Tiku Allo
Supervisor : Muttaqin

Every government agency must put together a job analysis and workload analysis using the most recent format that has been defined. In order to comply, the Sesean Suloara District Office, North Toraja Regency, must update or change the format of the job analysis document and the workload analysis. However, this has not yet been put into practice because there aren't any Job Analysis and Workload Analysis experts at the Sesean Suloara District Office, there's a limited budget, and not all of the employees are aware of the most recent format, and the penalties for not putting it into practice are still very mild.

In accordance with the framework outlined in PAN RB Regulation No. 1 of 2020, the objective of this study was to develop and revise the Job Analysis and Workload Analysis of the Program and Finance Sub-Section of the Sesean Suloara District, North Toraja Regency. This study applied a qualitative approach using observation, interviewing, and document analysis. Data gathering, data presentation, data reduction, and data verification are all types of data analysis procedures. The data validation method will employ the triangulation approach.

In the context of the Sub-Division of Program and Finance of the District Secretariat at the Sesean Suloara' District Office, North Toraja Regency, this research takes the form of a job analysis and workload analysis document that includes details on the duties, responsibilities, and workload analysis of the positions of District Secretary; Head of Program and Finance Sub Division; Planning, Evaluation and Reporting Analyst; Treasurer and; Program and Activity Manager.

Keywords: Analysis, Job Analysis, Workload Analysis, Workload

