

ABSTRACT
DEVELOPMENT OF JOB ANALYSIS AND WORKLOAD ANALYSIS AT
GENERAL AND HUMAN RESOURCE UNIT OF THE SOCIAL OFFICE
MAKASSAR CITY

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Because the Social Office of Makassar City lacks an implementation team for job and workload analysis, job and workload analysis are only available for financial management roles, which continue to utilize the old style, and other positions do not have job and workload analysis. Based on these issues, the purpose of this research is to conduct a job analysis and workload analysis of the Minister of Administrative Reform and Bureaucratic Reform Regulation No. 1 of 2020 in the General and Human Resource Unit of the Social Office Makassar City

This study applied a qualitative descriptive approach. This study's data analysis methodologies included data reduction, data display, and data verification. The result of the study developed a document of job analysis and workload analysis, which include 17 pieces of job information based on the Minister of Administrative Reform and Bureaucratic Reform Regulation No. 1 of 2020 concerning Guidelines for Job Analysis and Workload Analysis.

Keywords: Job Analysis, Workload Analysis, Job Information