ABSTRACT

Chakim, 2013. Essay. Title: "Workload Analysis and Civil Supplies (Case Studies Sekar Sari Cooperative Farm and Ranch Apartment in Dairy Cattle Setia Kawan Nongkojajar). Supervisor: Dr. Ahmad Sani Supriyanto, SE., M.Si

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This study aims to determine the fundamental duties of employees, task execution time of each employee as well as to analyze the personnel needs in the division of Sekar Sari Farm and Minimarket for stable cleaner and cow milker, cashier operator, cashier, procurement, ledger, warehousing, and service in KPSP Setia Kawan Nongkojajar.

This study used workload analysis calculation with task per job position approach according to the Decree of the Minister of Administrative Reform Number: KEP/75/M.PAN/7/2004 on Guidelines for Employee Needs Calculation based on Workload for the Civil Service Formation Compilation.

Based on the workload analysis, the average percentage of time used to carry out the tasks or productive activities for sekar sari farm and minimaret is 89.5% - 91.7%, equivalent to 7 hours of working. And the percentage for non-productive activities is 2.1% - 8.3%, equivalent to 20 minutes of coworkers chatting to relax and the remaining 40 minutes for personal activities such as eating, praying and resting for 4.2% - 6.5%. There is a contradiction regarding the number of employees in the service sector. Based on the analysis, it needs 5 employees but actually there are only 4 employees.

Based on this study, it is advisable for the management to review the number of personnel needed for the existing workload to create an ideal working condition.