

ABSTRACT

Fatchul Mu'in. 2015, Thesis. Title: " Workload Analysis To Meet of General Functional Employee Needs of Academic Administration Department (Case Study at State Islamic University of Maulana Malik Ibrahim Malang).

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Keywords : Workload Analysis, Manpower Requirement

Globalization is an external factor in the development of Maulana Malik Ibrahim UIN Malang, competition between colleges in Indonesia in improving the active and positive quality of education must be taken in by UIN Maliki Malang through careful planning in all the elements there, including the planning of the human resources which is spearheading the organization through analysis of the workload and the organization employees need. This is to anticipate the risk of ineffectiveness and inefficiency of the organization's performance in the globalization process.

This research was a descriptive study that used interactive qualitative approach and used case studies in terms of the approach toward research object of. The use of case studies in the research approach aimed to collect the data, extracted meaning and gained an understanding to explain the unity of the working system of employees in the General Functional positions (JFU) in Academic Administration department as well as to analyze the number of employees needs that deemed the most efficient by analyzing the workload of employees. Object of the research that undertaken in this study were employees of the general Functional of Academic Administration Department (BAK) as many as six people consisting of 2 people in each unit of Subsection.

Results from this study was known the number of employees effective working days of general functional as many as 235 days, while the effective working hours of employees during the year was 79312.5 minutes or 1322 of working hours. while the average utilization of productive working time of 265.5 minutes or 4.44 hours per day, unproductive 77.5 minutes or 1.29 hours while the private activities of 333 minutes or 2.87 hours. The number of employees needs of general functional of BAK UIN Maulana Malik Ibrahim based on the workload was 2 people in the general functional position of academic administration and academic information, while the number of of the functional position employees needs of academic service by 0.98 or just one person, but in this section there were two employees in anticipation of the main tasks on the other functional position which unresolved.