

CHAPTER II

THE DESCRIPTION OF RESEARCH OBJECT

2.1 Vision and Mision Regional Employment Agency Yogyakarta city

Vision The Regional Employment Agency Yogyakarta City is **"The realization of Civil Government Apparatus Government of Yogyakarta City Professional, Accountable, And Prosperous"**.

The vision statement of the Regional Regional Employment Agency of Yogyakarta City is closely related to the foresight that will provide the direction of the Personnel Agency of Yogyakarta City, at least until 2017.

The mission of the Regional Employment Agency of Yogyakarta City is stipulated by referring to the following considerations:

1. The main task and function of the Regional Employment Agency of Yogyakarta.
2. Parties concerned
3. Opportunities for changes tailored to the demands of the development of the city of Yogyakarta
4. Issues to be addressed

The mission of the Regional Employment Agency of Yogyakarta is as follows:

1. Improve management of personnel management
2. Improve the service of personnel administration
3. Increase the competence of civil state apparatus

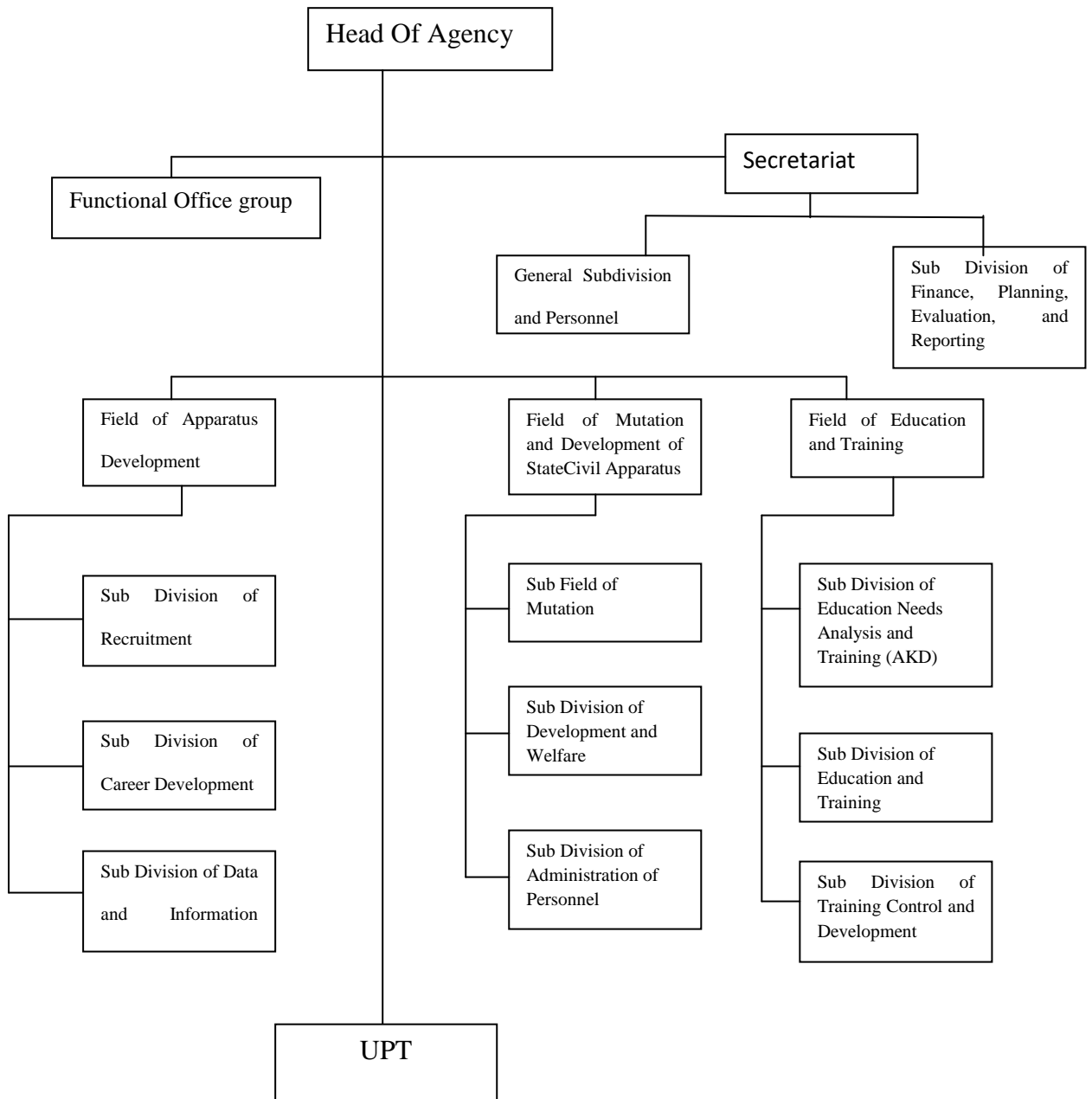
2.2 Organizational Structure

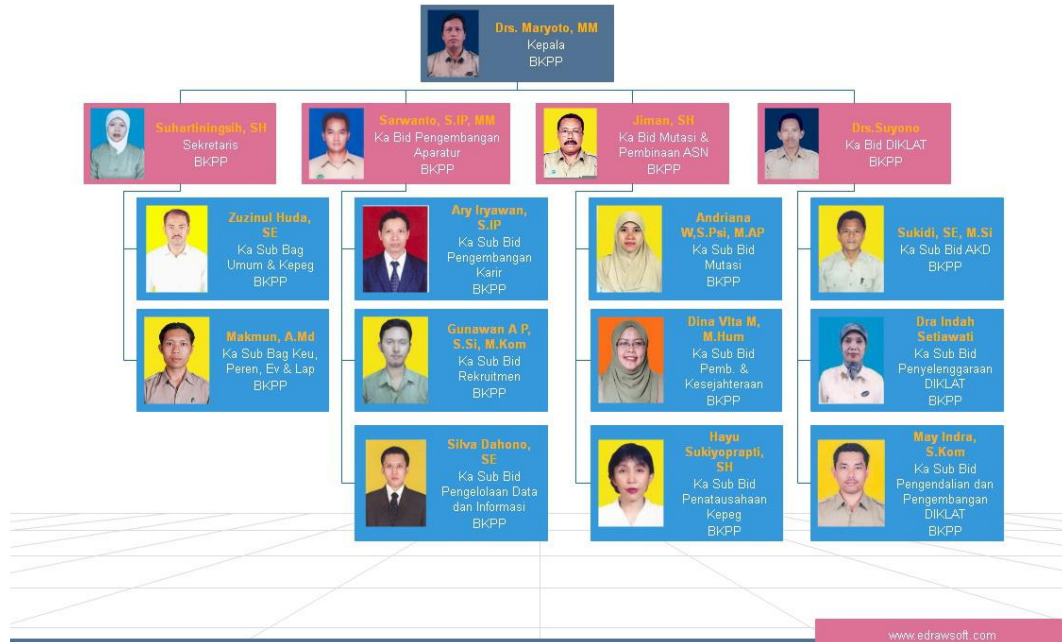
The Institution of Regional Employment Agency of Yogyakarta City is formed with the following organizational structure:

1. Head of Agency
2. Secretariat, consisting of:
 - a. General Subdivision and Personnel
 - b. Sub Division of Finance, Planning, Evaluation, and Reporting
3. Field of Apparatus Development, consisting of:
 - a. Sub Division of Recruitment
 - b. Sub Division of Career Development
 - c. Sub Division of Data and Information Management
4. Field of Mutation and Development of State Civil Apparatus, consisting of:
 - a. Sub Field of Mutation
 - b. Sub Division of Development and Welfare
 - c. Sub Division of Administration of Personnel
5. Field of Education and Training
 - a. Sub Division of Education Needs Analysis and Training (AKD)
 - b. Sub Division of Education and Training Implementation
 - c. Sub Division of Training Control and Development
6. Technical Implementation Unit

Picture 2.1

Organizational Structure Regional Employment Agency Yogyakarta city





2.3 Main Duties and Functions of Regional Employment Agency of Yogyakarta City

Based on Government Regulation No. 41/2007 on Regional Device Organizations, Yogyakarta City Local Regulation No. 3/2008 on Regional Government Affairs, Local Government Regulation No. 9/2008 concerning Formation, Arrangement, Position, and Tasks of Regional Technical Institutions, and Mayor of Yogyakarta Regulation No. 62/2008 on the Function, Job Details and Working Procedures of the Regional Personnel Board of Yogyakarta, and Mayor Regulation No. 102/2009 concerning the amendment of Mayor Regulation No. 62/2008 on the Functions, Details, Duties and Working Procedures of the Regional Personnel Board of Yogyakarta that the Civil Service Board Yogyakarta

City has the main task of formulating and implementing policies in the field of Regional Personnel, education and training.

Implementation of regional personnel affairs is translated into the existing areas in the Regional Employment Agency of Yogyakarta City is the Development of Employee Resources, Development of Structural and Functional Officials, Sector Administration Officer, and Field Development Education and Training.

2.4 Job Description and Function

1. Head of Education and Training Personnel Board

Head of Agency has duty:

- Carrying out local government support affairs in the areas of personnel, education and training

and has the following functions:

1. Coordinating the formulation of technical policy in the field of personnel, education and training;
2. Coordinating the implementation of functions supporting regional government affairs in the field of personnel, education and training;

3. Coordinating the implementation of functions supporting regional government affairs in the field of personnel, education and training;
4. Coordination of guidance and implementation of duties in the field of personnel, education and training;
5. Coordination of secretarial management includes planning, general, personnel, finance, evaluation and reporting;
6. Coordinating the implementation of supervision, evaluation control, and reporting in the field of personnel, education and training;

2. Secretariat

The Secretariat has a duty:

- Assist the Head of the Agency in formulating policies, coordinating, fostering, and controlling planning, implementation, controlling, monitoring, evaluation and reporting activities in public areas, equipment, personnel, and finance.

and has the following functions:

1. Preparation of coordination materials, data processing and preparation of work programs within the Agency;

2. Preparation of administrative materials, accounting and financial reporting
3. Administration of personnel administration;
4. Management of records, official documentation, archives, equipment, households, official travel, public relations and protocols;
5. Preparation of materials preparation report and evaluation of the implementation of work programs Agency.

The Secretariat of the Regional Employment Agency consists of 2 Subdivisions:

a. Sub Division of General and Personnel have the duty:

- Assist the Secretary in formulating policies, coordination, guidance, supervision, control, and providing guidance in the areas of general administrative management, management, public relations, libraries, archives, documentation, equipment, goods management, and personnel administration

b. Sub Division of Finance, Planning, Evaluation, and Reporting have duty:

- assist the Secretary in formulating policies, coordination, guidance, supervision, control, and providing guidance in planning,

monitoring, evaluation, reporting and management of financial administration, and accountability reporting.

3. Field of Apparatus Development

The Apparatus Development Division has the following tasks:

- Assisting the Head of the Agency in formulating policies, coordinating, fostering, supervising and controlling the program of field development of apparatus

and has the following functions:

1. Implementation of policies and preparation of coordination materials for the preparation of work programs in the field of apparatus development;
2. Planning of program activities, preparation of technical guidance and official script in the field of apparatus development;
3. Coordination, development and facilitation of work programs in the field of apparatus development;
4. Guidance, supervision and control of work programs in the field of apparatus development;
5. Implementation of monitoring, evaluation, and reporting of work programs in the field of apparatus development

Field Development of Apparatus of Regional Personnel Board consists of

3 Subdivisions:

a. Sub Division of Recruitment has the duty:

- Implement preparation of policy formulation materials, coordination, guidance, supervision, control and provision of guidance activities in the field of recruitment.

b. Sub Division of Career Development has the task:

- Implement preparation of policy formulation materials, coordination, guidance, and supervision, control and guidance activities in the field of career development

c. Sub Division of Data and Information Management has the duty:

- Implement preparation of policy formulation materials, coordination, guidance, supervision, control and provision of guidance activities in the field of data management and information

4. Field of Mutation and Development of State Civil Apparatus

The ASN Mutation and Development field has the following tasks:

- Assisting the Head of the Agency in formulating policies, coordinating, fostering, supervising and controlling programs in the field of mutation and ASN coaching.

and has the following functions:

1. Implementation of policies and preparation of coordination materials for the preparation of work programs in the field of mutation and guidance of State Civil Apparatus;
2. Planning of program activities, preparation of technical guidance and official script in the field of mutation and guidance of State Civil Apparatus;
3. Coordination, development and facilitation of programs in the field of mutation and guidance of State Civil Apparatus;
4. Guidance, supervision and control of programs in the field of mutation and guidance of State Civil Apparatus;
5. Implementation monitoring, evaluation, and reporting program in the field of mutation and guidance of State Civil Apparatus.

Field of Mutation and Development of Civil State Apparatus State Personnel Agency consists of 3 Subdivisions:

a. Sub Division of Mutation has the duty:

- Implement the preparation of policy formulation materials, coordination, guidance, supervision, control and guidance of activities in the field of mutation

b. Sub Division of Development and Welfare has the duty:

- Implement the preparation of policy formulation materials, coordination, guidance, supervision, control and guidance of activities in the field of coaching and welfare

c. Sub Division of Personnel Administration has the duty:

- Implement the preparation of policy formulation materials, coordination, guidance, supervision, control and guidance of activities in the field of personnel administration

5. Field of Education and Training

The Education and Training field has the following tasks:

- Formulate policies, coordinate, foster, supervise and control the training education program

and has the following functions:

1. Implementation of policies and preparation of coordination materials for the preparation of work programs in the field of training education;
2. Planning of program activities, preparation of technical guidelines and official scripts in the field of training education;
3. Coordination, development and facilitation of programs in the field of training education;

4. Guidance, supervision and control of programs in the field of training education;
5. Implementation of program monitoring, evaluation and reporting in the field of training education

Field Education and Training Regional Personnel Board consists of 3 Subdivisions:

- a. The Sub-Sector of Education and Training Needs Analysis (AKD) has the following tasks:
 - Implement the preparation of policy formulation materials, coordination, guidance, supervision, control and provision of guidance activities in the field of training needs analysis
- b. The Sub-Division for the Implementation of Education and Training has the following tasks:
 - Implement the preparation of policy formulation materials, coordination, guidance, control and provision of guidance activities in the field of training implementation
- c. Sub Division of Control and Development of DIKLAT has the task:
 - Implement the preparation of policy formulation materials, coordination, guidance, supervision, control and provision of

guidance activities in the field of control and development of training education

2.5 Human Resources

The apparatus resources assigned to the Regional Employment Agency of Yogyakarta according to the level of formal education level as of November 2017 are as the table below:

Tabel 2.2
Employee Data According to Type

No	GOLONGAN	GRAND TOTAL
1	I/c	1
2	II/b	1
3	II/c	8
4	II/d	2
5	III/a	6
6	III/b	12
7	III/c	11
8	III/d	12
9	IV/a	1
10	IV/b	2
11	IV/c	1
Total		57

Source: LAKIP Regional Employment Agency of Yogyakarta City Year 2017

The table above shows that employee data according to the type in Regional Employment Agency Yogyakarta is mostly class III / b and III / d as many as 12 people, second is class III / c as many as 11 people, then class II / c as many as 8 people, Group III / a counted 6 people, group II / d as much as 2 people, group IV / b as much as 2 people, group I / c counted 1 person. Group II / b as much as 1 person, group IV / a of 1 person, and last one is group IV / c counted 1 person.

Tabel 2.3

Employee Data by Education

No	Tingkat Pendidikan	Laki-laki	Perempuan	Total
1	SD	1	0	1
2	SLTA	11	1	12
3	D I	0	1	1
4	D III	4	4	8
5	S 1	13	13	26
6	S 2	6	3	9
Total		35	22	57

Source: LAKIP Regional Employment Agency of Yogyakarta City Year 2017

From the table above employee data according to education in the Regional Employment Agency of Yogyakarta starting from the sequence of at least is the level of SD as much as 1 person equal to the level of DI as much as 1 person, the second level D III as many as 8 people, the third level S2 as many as 9 people the fourth level of senior high school as many as 12 people, and the most dominate is the level of S 1 as many as 26 people. Total number is 57 people.