

# Peran Pelaksanaan Pekerjaan Sub Bagian Kepegawaian sebagai Fungsi Penunjang dalam Upaya Penyelenggaraan Tertib Administrasi Kepegawaian di Lapas Klas I Cipinang = The Role of Implementation of Work in the Civil Service Sub-Section as a Supporting Function in Efforts to Organize Orderly Personnel Administration in the Cipinang Class I Prison

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## Abstrak

Setiap tugas pokok pekerjaan untuk mencapai suatu tujuan tertentu baik oleh organisasi pemerintah, swasta, maupun lembaga sosial harus didukung oleh sumber daya masyarakat (SDM) yang profesional, berkemampuan, dan mempunyai motivasi untuk memimpin sebagai Pelaksana Pekerjaan dalam kegiatan organisasi. Ada asumsi yang menunjukkan bahwa pelaksana tugas Sub Bagian Ketenagakerjaan kurang dalam memberikan pelayanan administrasi ketenagakerjaan kepada pegawainya, namun yang menjadi persoalan mendasar adalah bagaimana meningkatkan Peran Pelaksana Jabatan Sub Bagian Ketenagakerjaan sebagai penunjang penegakan ketertiban administrasi ketenagakerjaan di Lembaga Pemasyarakatan Kelas Satu Cipinang (Lapas Klas 1 Cipinang)? Pendekatan kuantitatif dengan jenis penelitian berdasarkan manfaatnya murni, berdasarkan tujuan bersifat deskriptif dan berdasarkan dimensi waktu bersifat cross sectional yang digunakan penulis selama penyusunan makalah ini sebagai metode penelitian. Data dan Informasi dikumpulkan melalui studi literatur, wawancara dan observasi lapangan. Berdasarkan hasil penelitian ditemukan bahwa terdapat hambatan-hambatan yang dihadapi Sub Bagian Ketenagakerjaan yaitu kurangnya kemampuan dan motivasi kerja pelaksana, adanya ketimpangan antara tugas pokok dan fungsi yang bergantung pada banyaknya pekerjaan pelaksana (pegawai) yang tersedia, kurangnya dana, fasilitas dan pra fasilitas pendukung untuk kegiatan operasional. Fenomena hambatan-hambatan tersebut menyebabkan kurang maksimalnya pelayanan administrasi ketenagakerjaan yang diberikan oleh pelaksana pekerjaan Sub Bagian Ketenagakerjaan kepada pegawai. Disarankan agar Peran Pelaksana Pekerjaan Sub Bagian Ketenagakerjaan lebih ditingkatkan dalam memberikan pelayanan administrasi. Selain itu, Ketua Eksekutif harus selalu melakukan evaluasi atas hasil kinerja pekerjaannya.

.....Each essential job duty is to achieve a certain goals either by government's organization, private company, or social institution must be endorsed by professional public resources (SDM), capability, and has motivation to take a lead as Job Executive during organization activity. An assumption had been shown that job executive of Sub Employment Section is less much in providing employment administration service to their employee, nevertheless, the essential problem here is how to improve Job Executive Roles of Sub Employment Section as a support to enforce employment administration order at First Class of Cipinang Penitentiary (Lapas Klas 1 Cipinang )? A quantitative approach with type of research based on its benefit is pure, based on purpose is descriptive and based on time dimension is cross sectional had been used by the writer during composing this paper as research method. Data and Information were collected by means of study literature, interview and field observation. Based on research results, it is found that there are barriers should Sub Employment Section dealt with the lack of capability and motivated job executive, the existence of imbalances among essential task and the function which relied on numerous job executive (employee) as

available, the lack of funds, facility and supporter pre facility to operational activity. These barriers phenomenon had caused less much in employment administration service which provided by job executive of Sub Employment Section to employee. It is advised that the Job Executive Role of Sub Employment Section should be more enhanced during providing administration service. In addition to that, the Chief Executive should always conducting an evaluation over their job performance results.