

Planning of Human Resources Needs at UPTD Work Training Center Lubuklinggau City in Fulfilling Competent Labor in the World of Work, Lubuklinggau City

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Abstract

The aim of the research was to find out the exact human resource needs in human resource planning at the UPT BLK Employment Office of Lubuklinggau City so that they can carry out their main tasks and functions. This study used a qualitative research method by analyzing data from direct observation at the UPT BLK Employment Office of Lubuklinggau City. The results of the study were concluded 1). The need for HR for the position of Functional Instructor is 5 people; 2). HR requirements for the positions of Coordinator of Planning Management and Coordinator of Management of Implementation and Evaluation of 2 people; 3). The need for Management Competency Training at UPT is 6 people. The addition of HR for the Functional Position of Instructor and the improvement of Competency Skills for management at UPT BLK Lubuklinggau is very necessary so that the vision and mission of developing Lubuklinggau City Human Resources can be carried out, so that its existence is able to make a significant contribution to the progress of the people of Lubuklinggau city through Skills Training, in order to improve the quality and labor productivity in the city of Lubuklinggau. In order to spur and inform the public, it is necessary to introduce the UPT BLK profile as a whole with the expectations of the community, the world of work with the government is committed to making BLK the most appropriate means to improve the quality of human resources in the city of Lubuklinggau so that a reduction in the Open Unemployment Rate (TPT) in the city of Lubuklinggau can be achieved.

Keywords: workforce, job seekers, work training center.

1. Introduction

According to BPS data released in September 2022, the Open Unemployment Rate (TPT) was 6.27%, the total workforce in Lubuklinggau City in August 2021 was 128.89 thousand people, an increase of 7.84 thousand people compared to August 2020. In line with the increase in the number of the workforce, the Labor Force Participation Rate (TPAK) also increased by 3.35 percentage points. The August 2021 Open Unemployment Rate (TPT) was 6.27 percent, a decrease of 1.14 percentage points compared to August 2020. Reducing the unemployment rate apart from opening up job opportunities must also be balanced by competent and decent human resources to be employed and increased skills based on competence and expertise in Lubuklinggau is very important, so that positions or job vacancies that are opened can be filled by the right human resources.

For this reason, the Manpower Office through the Regional Technical Implementation Unit (UPTD) in accordance with the Main Duties and Functions of the Labor Law No. 07 of 2003 is to hold Skills Training for the general public, especially people belonging to the Open Unemployment category. During the establishment of the UPTD, skills

training was highly anticipated by the people of Lubuklinggau City with the high demand for training at the Musrembag (Lubuklinggau City Regional Consultation Council) and the high interest of applicants who wanted to find work by increasing their skills through training at the Lubuklinggau City BLK to be free from the Unemployment category.

Therefore, skills training program activities must be appropriate and according to the needs of society and the world of work. For this reason, so that the Duties and Functions of the UPTD BLK can be carried out properly, it is necessary to have data on HR needs and HR Competency Requirements at the UPT BLK (Work Training Center) Lubuklinggau by carrying out audits and proper planning as a whole between the HR needs of instructors and training providers in meeting the needs and the unemployment reduction target is achieved so that the mandate of the law can be carried out properly, correctly and efficiently for the welfare of society.

Human resource management (HR) at the Vocational Training Center (BLK) is one of the important factors in optimizing the role of BLK in carrying out main tasks and functions, namely making a competent workforce. HR Management According to (Arif Yusuf Hamali 2018, 2) states that: "HR management is a strategic approach to skills, motivation, development, and management of organizing resources". According to (Prasadjia Ricardianto 2018, 15) states that: "Human Resource Management is a science or method of how to regulate the relationship and role of resources (labor) owned by individuals efficiently and effectively and can be used optimally so that (goals) together maximum company, employees and society". According to (H. Suparyadi 2015, 2) states that: "Human resource management is a system that aims to influence the attitudes, behavior, and performance of employees so that they are able to make an optimal contribution in order to achieve company goals". According to (Bray & Rue 2015, 2) says that: "Human resource management is the design of activities that include procurement and coordination of human resources". According to (Mangkunegara 2016, 7) says that: "HRM is a planning, organizing, implementing and supervising procurement, development, remuneration, integration, maintenance, and separation of workforce in order to achieve organizational goals".

Occupational Training Centers or BLK are infrastructure and facilities for training places to gain skills or those who wish to deepen expertise in their respective fields. In general, BLK opens several vocational fields such as Motorcycle Engineering Vocational, Computer Technician Vocational, Computer Operator Vocational, Fashion Dressmaking Vocational, Refrigeration Engineering Vocational, Housekeeping Vocational, Hairstyling Vocational, Leather Cosmetology Vocational, Bridal Make-up Vocational, Vocational Food Administration and so on. BLK can also facilitate expertise in foreign languages such as English, Japanese and Korean.

One of the causes is a lack of expertise or competence, and to overcome this problem, supporting factors in the implementation of Skills Training Activities for Job Seekers as an effort to increase competency, productivity and absorb new workers as well as overcome employment problems, especially for unemployed workers and underemployment which has an impact on increasing income so that the level of social welfare increases, adequate human resources and competency are needed so that the objectives of the UPT establishment can be implemented in order to reduce unemployment and make Lubuklinggau City a civilized metropolitan city along with data

on human resource needs and human resource competency requirements in UPT BLK (Work Training Center) Lubuklinggau. The need for instructor resources and training providers in meeting the needs and targets for reducing unemployment is to meet demand. Based on this phenomenon, the researcher conducted this research.

2. Literature Review

Human Resource Management Audit and Planning. According to Kasmir (2016) human resource management is the process of managing people, through planning, recruitment, selection, training, development, compensation, career, safety and health and maintaining industrial relations until termination of employment in order to achieve company goals and increase stakeholder welfare. According to Bayangkara (2014) mentions several benefits of an HR audit, including: Identify the contribution of the HR department to the organization; Improving the professional image of the HR department; Support the higher responsibility and professionalism of HR department employees; Clarify the duties and responsibilities in the HR department; Encouraging the diversity of HR policies and practices; Finding critical issues in the field of HR; Ensuring compliance with laws and regulations, in HR practices; Lowering HR costs through more effective HR procedures; Increase the desire for change in the HR department; Provide a careful evaluation of the HR information system.

Management Audit. Management audit according to Bayangkara (2011) is an evaluation of the efficiency and effectiveness of company operations. In the context of a management audit, it covers all of the company's internal operations that must be accountable to various parties with higher authority. Meanwhile, the definition of management audit according to Agoes (2013) Management audit is an examination of the operational activities of a company, including accounting policies and operational policies determined by management, to find out whether these operating activities have been carried out effectively, efficiently and economically.

According to Bayangkara (2014) management audit aims to identify activities, programs and activities that still require improvement, so that with the recommendations given later improvements can be achieved in the management of various programs and activities in the company. In connection with this objective, the emphasis of the audit is directed primarily at various audit objects which are expected to be repaired in the future, as well as preventing the possibility of various losses occurring. In detail the objectives of the management audit, namely: To assess the performance (performance) of management and various functions within the organization; To assess whether the various resources (human machines and other assets) owned by the company have been used efficiently and economically; To assess the company's effectiveness in achieving the goals (objectives) set by top management; To be able to provide recommendations to top management in correcting weaknesses in the implementation of the internal control structure of the management control system and company operational procedures in order to increase the economic efficiency and effectiveness of the company's operations.

Human Resource Planning System. The definition of system has a very broad meaning and can be applied to anything we call a system. This is as stated by Jeffrey L. Whitten in Placidus Sudibyo (1994), that: "The system is a collection of parts or things related to each other so as to form a single unit". According to Sandra E. O' Connell in William P.

Anthony, et.al. (1999): "a system is a set of activities that takes inputs, transforms them into useful items (output). Most systems also have some form of control mechanism that enables supervisors to manage the operation of the system. A system may be a sub-system or part of a larger system. The HR planning system model as stated by Andrew E. Sikula in A.A. Anwar Prabu Mangkunegara (2001) consists of five components, namely human resource goals, organizational planning, auditing human resources, forecasting human resources and implementing human resource programs. In the HR planning system, there is an HR planning process that changes or transforms inputs into outputs. Inputs in the HR planning system include: Development goals, strategic plans and operational plans; Information generated from job/position analysis, namely job/position descriptions and job/position specifications; Documents containing employment data/information from all officials, staff and employees working in organizational units; Document the results of research on internal management, especially those related to HR management from related organizations; Analysis techniques that can be used to forecast demand and supply; Changes in the environment, especially technology, aspirations and skills of workers in the labor market; A set of computers, and other tools needed to obtain data and process data; People as a source of data / information; Compiler of HR planning.

3. Research Method

This type of research was carried out using a qualitative descriptive approach with a case study type. Descriptive research is research that is directed at providing symptoms, facts or events in a systematic and accurate manner regarding the characteristics of certain populations or areas. According to Sugiyono (2013) Observation as a data collection technique has specific characteristics when compared to other techniques, because observation is not limited to people, but also other natural objects. Observation techniques are carried out by observing behavior, events or activities that occur in schools related to the quality of human resources (HR). This observation serves to record phenomena, facts from the object under study. Interview is a data collection method that requires direct communication between the researcher and the subject or respondent. Collection and analysis of data in this study, namely the process of inputting the data that has been obtained, organizing data and systematically structuring interview transcripts, documents and other materials to then be interpreted and given meaning to increase understanding of the research focus which is then presented in the research results. Data analysis techniques were carried out since data was collected from the field during the research so that the process of data collection and data analysis can be carried out simultaneously and integrated.

4. Findings and Discussions

Audit Implementation. Executor: Yuliana / NIM. Time : 13-18 September 2022. Place: UPT Employment Training Center, Lubuklinggau City Employment Service. Method : Fulfillment Approach (Compliance Approach) & comparison (Comparative).

HR Needs for Instructor Position. Calculated with the Fulfillment Approach. Calculating the Number of Needs for 1 Instructor in 1 year in accordance with 3 Packages (1 package = 240 Lesson Hours (JP)) = 16 people = 48 People / Year in accordance with the Minimum Instructor Credit Score Calculation (MenpanRb no.82 of 2020 and Permenaker no 07 of 2022 concerning Technical Instructions for Functional PAK Instructors). - According to

the data (see Training Registrant). - Needs $628/48 = 14$ Instructors / Year. - The number of instructors with certified functional ASNs is 7 people and 2 ASNs who have just completed training 9×48 people = 432 people/year. So there is a shortage of $14 - 9 = 5$ ASN instructor functional positions. Types of Needs for Instructor Positions Judging from the Equipment data and Training Needs requests (see Training Registrants), the recommended recruitment of ASN Instructors is from 5 shortages of functional instructor positions with details of 1 Catering Major, 1 Beauty Person, 1 Refrigerant Instructor (AC), 1 Agriculture Instructor, 1 Sewing Instructor.

Calculation of HR Audit for Organizing Training counts. It is calculated by comparing the regulations that apply in accordance with the Technical Guidelines for the Establishment of BLK, there is an organizational structure that is not in accordance with standards which indicates a shortage of human resources in training providers. There is a shortage of 2 UPT BLK management coordinators in the city of Lubuklinggau, namely: Coordinator of Programs and Evaluation; 1 ASN certified competency in the Field of Programs and Evaluation; Coordinator of Implementation and Empowerment Sector 1 Person certified in Implementation competency.

Planning in Improving HR Competency Training in the Implementation Management of UPT BLK Lubuklinggau. Furthermore, based on table data on the Implementation Management Competency of UPT BLK Lubuklinggau, Management / Organizer Data it can be seen that there is still a lack of competency training in UPT management so that 13 people must immediately apply for training with details: 1 person Competency of Head of Administration; 1 Competency Training and Development Coordinator; 1 Person Marketing and Cooperation Competence; 1 Implementation Analyst and accreditation; 3 Goods and Assets Analysts; 1 Computer Manager training administration; 5 Instructor Positions.

5. Conclusion

Supporting factors in the implementation of Skills Education and Training Activities for Job Seekers as one of the efforts to increase competence, productivity and absorption of new workers as well as overcoming employment problems, especially for unemployed and underemployed workers which have an impact on increasing income so that the level of community welfare increases it is necessary to have adequate human resources and HR competencies so that the implementation of the objectives of the establishment of UPT can be implemented in order to reduce unemployment and make Lubuklinggau City a civilized metropolis along with data on HR needs and HR Competency Requirements at UPT BLK Lubuklinggau it can be concluded. The need for HR for Functional Instructor positions is 5 people. HR Requirements for the positions of Coordinator of Planning management and Coordinator of Management of Implementation and evaluation of 2 people. The need for Management Competency Training at UPT is 6 people.

Suggestions and recommendations for increasing UPT BLK Human Resources in Lubuklinggau City to increase, it is necessary: There is a need for policy planning and handling strategies that are careful, comprehensive and structured, therefore in the framework of expanding employment / employment opportunities so as to reduce unemployment. Availability of competency skill enhancement for functional instructor positions to adapt to the ever-evolving needs of the business world. There are many

established companies engaged in the health, tourism and hospitality, culinary, transportation, retail and supermarket sectors. Availability of Competency Skill enhancement for the position of Training Organizer Management and Instructors so that the implementation of the UPT BLK Lubuklinggau organization is in accordance with the rules for implementing applicable laws and regulations. Addition of Training Equipment Facilities and Infrastructure according to Standards so that the Training runs according to standards.

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