

1 REGIONAL SECRETARIAT SERVICE APPLIANCE PERFORMANCE ANALYSIS

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ABSTRACT

1 Government apparatus is crucial in influencing the path of progress in many different areas. Therefore, a government must have machinery that is capable of performing the duties entrusted to it in order to provide superior services. Data gathering, reduction, presentation, and conclusion drawing are all stages of the qualitative research process facilitated by an interactive model. Subdistrict workers' knowledge, abilities, and attitudes in placement are consistent with their scientific training and professional experience. To ensure that work goals, actions, and objectives are met, all officials have particular abilities earned via leadership training that allow them to serve effectively in their assigned roles wherever they may be located.

Keyword: Competence, public officials, and administrative efficiency are some key concepts.

Introduction

1 Civil Apparatus of the State that is built with integrity, professional, neutral and free from public intervention, clean from the practise of corruption, collusion, and nepotism, and able to perform the role as an adhesive element of unity an is needed to implement the ideals of the nation and realise the state objectives as stated in the preamble to the Constitution of the Republic of Indonesia year 1945. State administration that can guarantee smoothness and correctness of duties, function of government administration, and state administration system that is dependable, professional, efficient, and effective is the goal of this development in government machinery. When deciding between a profit-sharing incentive system for lower-level contracts and a mutual incentive system or mutual assistance, the header sub-district relies on the sub-district device's managerial and engineering capabilities because it cannot fulfil its duties and functions as a sub-district and a regional device that manages the sub-district on its own.

Substances and Techniques In this research, a qualitative technique was utilised since it is easier to accurately compare a scientific theory to real-world events while using a more open, all-encompassing perspective. In order to get a more in-depth, empirical knowledge of the competency of public officials in the Central Hamlet Sub-district of the East Barito Regency, this method is utilised to answer the questions posed before. The goal of this method is to get insight into phenomena by placing them in a unique setting. Scientists construct elaborate visuals, dissect written texts, investigate first-person accounts, and study real-world scenarios. (Lexy J. Moleong, 2013) [2]

The Sub-District Manager is in charge of the qualitative research division.

Each subdistrict apparatus performs its assigned tasks in a manner befitting its position and responsibility.

1 Therefore, the success or failure of a head sub-district's work will depend on the efficiency with which each equipment, element performs its duties, so that the community receives the services promised by the central sub-district of East Barito Regency. However, the Central Sub-District's many

administrative functions often fail to meet residents' needs. Descriptive methods, such as interviews, focus groups, and observational surveys (R Bogdan and S.J Taylor, 1975), are still widely held in high regard.

[3] . The study was place at the main sub-district office. The study site is chosen based on certain predetermined criteria. The study site is chosen based on certain predetermined criteria. Because the state of public service implementation continues to be challenged by a system of government that has not been effective and efficient, and because the human resources of government apparatus are also inadequate, this location was chosen because it is most conducive to conducting the research.

Research by Dueck C. (2010) integrates Spencer's competence with a set of employee performance evaluations, demonstrating an increase in depth with respect to persons, structure, interaction, and others. Researchers often use triangulation to acquire their data. The triangulation method is a strategy for verifying, comparing, and enriching data by merging findings from many data sources, such as interview results, observation, and documentation. Based on the work of John W. Creswell and others, this method has researchers operate as "complete observers," staying out of sight and out of mind but nevertheless gathering information via their five senses (John W. Creswell, 2009).

[4] . Data analysis is a process with clear roles and responsibilities that can be evaluated against benchmarks and refined by education and practise. Competence primarily consists of a set of knowledge, skills, and attitudes that affect most positions (roles or responsibilities), correlate with performance in those roles or responsibilities, are observable, measurable, and amenable to improvement through training and development (Prihadi, 2008).

Locating and organising relevant information from interviews, field notes, and written material so that its results may be communicated to a wider audience. Collection, reduction, presentation, and verification of data are all parts of interactive analysis (Miles and Huberman, 1994 [8]). The first is a high level of understanding [5].

Discussion and Results

A company's ability to assign workers to roles that best use their skills has a significant impact on how well it meets its objectives. Human factors have a vital role in determining whether or not personnel are up to the task of doing their jobs in an organisation (Hamdani Nawawi, 2007)[6] . Competence refers to a person's innate personality traits and their predictable actions over a wide range of situations, all of which contribute to his or her ability to do a good job.

In general, one's educational history has an effect on one's current position, and for the middle sub-district of the discipline that we have, it is also significant to the current position in order to carry out one's tasks and responsibilities effectively. It is generally accepted that a person's level of knowledge increases in tandem with their level of schooling. Being well-versed in his area of expertise so that he can carry out his job tasks (Soekijo Notoadmojo, 2007). Government Science is at the forefront of his academic background, giving him a broad understanding of the government's primary activities and the tools he needs to carry them out effectively. The eight villages that make up the Dusun Tengah Sub-District need to be coordinated by the government section in regards to situations, work duties, and who will be administering each village in the future. Asmara, A. (2010). With the both operating well and badly[7] . Accurate provision is possible thanks to the education one receives. The East Barito Regional Government has made excellent choices in who to put in charge of various government agencies.

Knowledge, skills, and attitudes that are interconnected and applicable to most jobs in the Central Dusun Sub-District Office demonstrate the competency of workers in providing administrative services. Work experience is also particularly significant when someone are just starting out in a new profession, as if they're hired to work in a new subdistrict and have to learn the ropes from scratch. After all, job experience can also be achieved via training, and the degree of education influences the work as well as the area of knowledge that must be related to the work in when put in work they are highly aware of what is the primary duty and function.

In line with what has been described above, it is essential that the individual not only have knowledge that is directly applicable to the job at hand, but also have appropriate work experience. Staff members, particularly those who have a firm grasp of the essential duties and responsibilities in their respective professions, play an invaluable role in facilitating the efforts of their superiors. However, if it has been assigned to the sub-district, it should be able to adapt to the task regardless, since training is provided for each activity before it begins. What a person contributes to his job in the shape of varying degrees and varieties of behaviour is his competence. This differs from the skills, knowledge, and experience required to perform the different responsibilities of a given position (Surya Darma, 2005).

doing the task at hand. Training and the number of challenges encountered in the field are equally important sources of experience. In fact, the information it has must be relevant to the task in order for the work to be readily performed, which means that the degree of education is heavily impacted by the work. If they don't already know it, they'll figure it out.

If you are given responsibility, you should be able to adapt to your new role without making excuses. Leaders with experience and expertise in the art of persuasion are the ones who should fill these roles. The following are statistics about leadership education in the Dusun Tengah subdistrict: With a distance of around 38 km from the sub-district headquarters and a rather challenging field since it is in the shape of a pathway, Dambung village is the farthest hamlet from Dusun Tengah Sub-District. Due to its close relationship with village budget monies, the village secretary is one of the most common instances of persons who interact with the subdistrict as well as village administration.

¹ In Dusun Tengah Sub-District there is a fleet of three wheeled Vehicles. In a nutshell, the study of the interaction between science and labour is influenced by the fact that Our service department and other members of the community to be helpful and kind, while also being knowledgeable about, necessary community communication. The objective of the service department that interacts directly with locals due of its significance in the context of administrative integration affixed to the utility annexe. Therefore, if anybody want to The Dusun Tengah Sub-District Dealing Procedure connected desk for administrative service, following This means it should be sent to the relevant department. Provided by Resident identification cards are part of the job responsibilities of the core hamlet's designated governing district. To establish permanent recording using the guidelines for sub-district operations, including signing up at the centralised point of administrative service, Then it may go into the studio to be recorded. The town personnel allocation. The Sub-District Secretariat is responsible for two portions, especially the ones on preparation and funding, and when there is a need to refer to the General and Personnel Sections no Office of the Subdistrict Chief or Ministry of Foreign Affairs, All subdistrict business must be handled by the secretary.

Workplace actions. The chief administrative subdistrict secretary complies with the technical specifications of current protocols and will not go beyond given that principal's secretary and a person of principle The subdistrict administrator still needs to be appointed. The secretary's work is challenging since she is responsible for two divisions. Do not do this if you lack the foreknowledge and

let alone the monetary ties. For sub-district status secretary, you need to be familiar with the tasks and Positions need relevant experience and expertise to two subsections, "general" and "staffing." including parts on leadership, budgeting, and strategic planning Tasks are easier to complete after completing Training III. responsibilities. As one of its primary responsibilities, the government relates to the management of the In order for the village administration to effectively serve the Village-oriented equipment. In a similar vein, the people of the village This section on community empowerment is more technical, thus required for experts in their specialties to be readily accessible comprehensible, so feasible in terms of both time and quality, in particular, the rules that are subject to annual revision and the top-down policies that must be carried out in in order to stay within the bounds of the local budget.

There are two sub-districts in the Dusun Tengah area. the Sub-District Empowerment Engineering Support Team Engineering of the Neighbourhood Subdivision and Its Companion Two local villagers will accompany you around eight different villages The Empowerment Plan has to be ready to go in order to speed things forward. distribution and accounting for the village budget money and local village money. The social services chapter of concerning government support for the needy. grouping of taxpaying people with welfare rights municipal authorities in the town. The Chief Executive Officer

Although Section did not participate in Leadership Development Programme IV, Previously worked as district staff before taking on the role of section chief. The knowledge gained was invaluable in completing the task. Therefore, the primary roles and responsibilities of government sections do not need significant revision from year to year; adopt the most recent norms, particularly those pertaining to the community. in the heart of the Hamlet Central neighbourhood. Putting in place workers, but not in line with training, but because it is based on information that has been gathered over training that they have undergone in order to prevent become a hindrance to daily activities and government. Integration is the goal of the Service Section. subdistrict administrative services, and thus helps the District's programme that all subdistricts must follow around the Hamlet's heart. So even if relocated to a different section of town service section to get their jobs done. Local autonomy in the village

This subsection monitors and provides guidance for the villagers' budget. finances so that those who are capable of accomplishing their duties persist despite the presence of fresh personnel, yet must consist of individuals who are amenable to change and regulation from year to year. This is not something that can be learned, rather using knowledge gained from accompanying the village in creating the budget for the village and other related activities, Surely if the community development plan for the village is It might be challenging to do nothing except wait for instructions from above. because empowering rural communities requires demonstrate initiative and adroitness in navigating complex situations standard operating procedures as they now exist so as to function away from their intended purpose. People living in the village The part on empowerment is one of the more complex ones. in the Sub-District about the use of aid Village finances need seasoned professionals because individuals, and many of them are open to new ideas and information. regulations that are constantly updated to keep up with the times. Although Dusun Tengah Sub-District Head Until Now currently being hosted at the village's community empowerment section by the employees responsible for that department's Executor Duties. There was formerly a section head who was appointed. someone stayed but because worried people felt so responsible reliable regardless of circumstances (Lyle S. and Signe M.S., 1993) [13]

Every year, after the close of business, every leader or head of Each Subsection's Programmes and Activities Are Developed By This Subsection. Each year, at the close of the fiscal year, the chief of each section or head of a subsection prepares the section's programs and activities to be included in the Budget Work Plan for the following year, and at the start of the fiscal year, the chief or head of each

section or head of a subsection divides the description of duties for all staff in their fields. This is now an annual occurrence; section chiefs and heads of subsections are well aware of their roles and responsibilities, so proposals for programs and activities seldom need more than a tweak to account for fluctuations in funding. As Head of Sub-District, Dusun Tengah enables each section chief/head of subsection to develop projects and initiatives in line with their assigned duties, with the ultimate goal of realizing the sub-district's purpose and vision. The whole Regional Device Organization is responsible for putting up annual plans and budgets. To help the sub-district secretary prepare the Budget Work Plan, all section heads are tasked with coming up with work plans and activities that fit within the limits set by the district.

That applying to resign and had been offered to another district secretary to be further accounted for in front of the section may be interested, but apparently all declined on the grounds that the empowerment section of the village community is very busy in the field, where the work program and budget are evaluated. Because there are Social Welfare Workers at the sub-district level who provide aid to all of the villages, the employees in this area need simply accompany each event. But it should know what the community services division does on a basic level.

Staff members who have participated in Leadership Training IV are an asset to any organization. The head of the SubDistrict's peace and order section is a fresh hire from the District.

Population and Civil Records office.

However, they are part of the District revenue budget committee determining next year's spending and hiring plans. The hours of operation for the Dusun Tengah Sub-District are as follows: mornings (08.00 web - 12.00 am) and afternoons (13.00 web - 16.00 won). All employees, including the head of the section or subsection, the head of the subdistrict, and the subdistrict secretary are at the office at all times (or performing outside services if they aren't). An extension of the contract for freelance daily labor in the Dusun Tengah Sub-District office, as well as the implementation of the year's work program and activities for the General And Staffing Subsection, were planned at the outset of the year. It's the incoming and outgoing mail, as well as any other matters pertaining to the General and personnel. It's a description of the jobs for all the employees in the general and staffing areas, like the ones given out at the beginning of the year, and that makes it extremely simple for us to work since we all know what we're supposed to be doing. The commencement of the generally subdivided work programs and activities and personnel have been arranged of the year.

Letters received and sent, grocery store owners' daily plans. The planning and management director is responsible for supervising a team of people who have the additional responsibility of ensuring that everyone in the district is fulfilling their job responsibilities. Since he is a principle in charge of the finances, he naturally adheres to the established operating processes in his industry and has completed the Training for Leadership IV.

Attitude

Due to the fixed routine of the general subsection and staffing, the extension of the decision letter of freelance daily workers, and the division of staff for all subsections and sections in Dusun Tengah Sub-District, it is imperative that all employees in the sub-district share an attitude of competence and professionalism. Every three months, the whole subdistrict's personnel, including all freelance daily workers, must submit a report detailing their attendance and performance over the previous six months.

Our service unit's new year's activities kicked off with the creation of a task description, with the resulting goals of being able to develop and carry out the work in accordance with the plan that is prepared responsibly, to compile a report of the work produced, to engage in self-improvement, discipline, and self-sufficiency, and to begin the year with a sense of accomplishment.

One's competence may be gauged by looking at their attitude and values, which shape others' confidence in their ability to be staff, then working according to their sections, and last, as a section head, only guiding the complete staff to make the job more focused and programmatic. In order to ensure that the actions of the service section are carried out efficiently, the integrated administrative service counter must be staffed by at least two persons every day until the end of business.

In order to keep the integrated administrative services in the Dusun Tengah Sub-District running smoothly, the section head will step in to fill in for anybody who is away sick or on leave.

Due to the public facing nature of the service section's four counters (counter 1 licensing section, counter 2 non-licensing section, counter 3 delivery of service materials, and counter 4 payment of levy), clear delineation of responsibilities is essential.

For the smooth operation of all community services, it is essential that a security guard be present at all times behind each counter. The success of the Service Section depends on the Head of Service Section's ability to effectively coordinate the efforts of all of his or her employees in order to achieve the section's performance goals. According to a regulation issued by the Regent of East Barito, the Planning and finance section is responsible for managing a number of specialized employees. Planning and finance division heads need to be able to work successfully together throughout the whole implementation process, from initial planning to final review. In order to accommodate the needs of the eight villages within the Government Section's jurisdiction in the Dusun Tengah region, a monthly work plan has been established based on resident reports, vacation time, and the availability of village administrators and members of the Village Representative Board. In order to fill the positions of vacant village devices and carry out their responsibilities, all villages must submit applications to the head sub-district via our government department at the beginning of each year. Routine yearly tasks include preparing a village profile, monograph, and performance reports for village representative agencies and competing in village contests. Cooperation with all employees in the government division is essential for the successful execution of all work plans and activities. It is the responsibility of the staff to go on with the usual coaching, monitoring, and assessing of village government operations, even if numerous villages have challenging field circumstances during the rainy season. Because it deals with issues surrounding the allocation of village funds, including but not limited to planning, accountability, and implementation, the section on village community empowerment sees a lot of action.

Conclusion

Dusun Tengah SubDistrict's civil servants are up to par with the rest of the country when it comes to their expertise of where to put people. with the background and discipline science and in accordance with the field of expertise. In terms of skills in general all officials have special skills obtained through leadership training, so that officials are able to hold positions wherever placed. In terms of attitude has a high sense of responsibility to the work so as to be able to make work plans and activities and targets achieved.

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