

Recruitment and Placement of Employee at the Secretariat of the Government in the Palu City, Central Sulawesi

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Abstract: The research aims to analyze the recruitment and placement of an employee in the office of the secretariat in Palu city. The type of research is descriptive qualitative. The location of the research was carried out at the secretariat of Palu city by choosing whose particular acupuncture that is considered representative and finds out exactly the principal problems are discussed. The technique was used qualitative methods of data collection, through interviews, especially of authenticity used to describe (descriptive) and explain (explanation or confirmation) of the analysis of the recruitment and placement of employees. The technique of sampling the informant method used snowball sampling. The informant in this study was the head of the administrative section, mutations section and some staff. The technique of data analysis in this study uses the model of Matthew B. Miles and A. Michael Huberman, through, three stages of the process, apply the reduction of data, presentation of conclusions and data verification. The results showed that the public service to the secretariat in Palu city has not been running the bureaucratic system ideally because of the employee recruitment process still uses a model that can damage the system. Also the placement of employees not by the system of government in general, it happens because of a lack of human resources.

Key words: Recruitment and placement of employees, bureaucratic system, mutations section, sampling, technique, human resources

INTRODUCTION

In the perspective of public administration, a greater emphasis on the skills needed to run the organization in carrying out the functions of government. The main requirements under the laws of ASN that the professionalism of employees can support the productivity and effectiveness of the bureaucracy of government. Professional skills qualifications of administration, managerial and hierarchy that is evident in the placement of employees following their fields to fill the highest office positions become important. Therefore, officials should understand the rules that apply. Thus, this is related to the behavior of the bureaucracy that can support the organization of local governance (Azwar, 2004).

The presence of the bureaucratic government considered important and much needed because the bureaucracy is the only formal institutions that get the political legitimacy of the community for the exercise of the functions of the ministry. One of the indicators of the impact of the weak performance of the bureaucracy is the low level of public services which are not by the rules applicable and on. Effectively in the rules of organizing good governance, then the civil authorities of the state addressed to the professional, responsible and accountable

and disciplined in carrying out basic tasks and functions. Scientific competence and expertise to become one of the benchmarks in placing the bureaucrats, officials of the Echelon II and III. The realization of rational and idealist who based on administrative rules became one of academic argumentation in observing the phenomenon of the hustle and bustle of the civil state apparatus dynamics in vital basic tasks and functions in managing the bureaucracy, especially at the local government of secretariat of Palu city (Widodo, 2001).

Human resources/apparatus is very instrumental in an organization or government in providing services to the public. The construction and development of professional human resources to become one of the right's efforts to confront and respond to all the challenges associated with changes in the strategic environment. To realize the demands of professional civil servants, Act No. 43 of 1999 has set some of the variations in the management of civil servants. These changes bring consequences that any good government organizations as well as regional center, should have a human resources civil servant (henceforth, used the term employees) that meets the requirements of both in quantity as well as quality, so that, it can carry out its tasks and functions professionally.

Employees are human resources owned by the organization to run or manage other resources, so that,

should be used effectively and efficiently match the real needs of the organization. It needs to be done the planning needs have the employees exactly match an existing workload and it is supported by the existence of proper recruitment process and correspond to the needs and capabilities of the organizations (Siagian and Sondang, 2005).

Recruitment as a process of collecting prospective holder of the office by the plan of an employee to occupy a particular position in employee function which is set out in government regulations (PP/Peraturan Pemerintah) No. 98 of 2000 about the procurement of civil servants. As amended by PP No. 11 of 2002 and Regulation No. 97 of 2000 about the formation of the civil servants as amended by PP No. 54 of 2003 as well as the PP No. 100 in 2000 about the appointment of civil servants in the structural position as amended by Regulation No. 13 of 2000. The application of the policy is aiming to acquire qualified employees namely smart employee, skilled and have competence, hard worker, creative and moral. However, in its implementation has yet to meet the needs that can support the success of the performance and professional employees. This condition is caused by a staffing planning at this point has not been based on a real need by the needs of the organization and the placement of employees is still based on orders, so, the less its prominent efforts embody the principle of the right man in the right place (Farazmand and Carter, 2004).

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Organizational capabilities (leader) in placing employees in the right position will provide a positive impact within the acquisition goal. According to Thoha (1999), the placement of employees is the process of placing the individual by the capability and expertise to improve the performance of the organization, to harness the individual resources optimally. Further, the placement is putting the individual at the work by the knowledge, skills in the organization, so as to work on a job or task that corresponds to the field in the organization.

One of the barriers to organizing employee management is conventional forms and organizational structures that lead to bureaucratic or hierarchical organization. These things tend to treat officers as a factor of production that is similar to other resource factors. States that the organization of bureaucracy tends to turn off the creativity and innovation and entrepreneurial employees because all activities and actions always have to go through the procedure hierarchy or on orders from superiors.

The reality of ideal and rationality of placing structural officials in the bureaucracy of local government of Palu city concerning on Main Act of Civil Servants of Republic of Indonesia policies and bureaucracy has implemented effectively. Because the intervention of the stakeholders/public officials (Mayors and Vice Mayors) is very powerful in influencing the composition of the office in the ranks bureaucracy of local government structural of the Palu city, especially in the ranks of Echelon officer II, III (head of the section and subsection). Functions and duties in the local government of Palu city have gone well but in the placement position of bureaucratic structural Echelon officer II and III, still need to be arranged and adjusted in each field of specialization based on their research by the level of education and work experience. Organizing tasks following SOP (Standard Operating Procedure) must be the guidelines in the administration, therefore, bureaucracy as one institution that symbolizes the birth of the modern era that is always in contact with the bureaucracy and the public service.

Based on the above explanation then the purpose of this research is to analyze the recruitment and placement of an employee in the secretariat office of Palu city.

MATERIALS AND METHODS

The type of research used in this research is descriptive qualitative. Research on the location of the Secretariat of Palu city by selecting certain people that are considered representative and find out exactly the principal problems are discussed. Data collection techniques in the study used qualitative method through in-depth interviews, mainly used to describe (descriptive) and explain the (explanatory or confirmatory) about the analysis of the recruitment and placement of Secretariat staff of Palu city. As for the reason the selection of qualitative methods to analyze and recognize the problem and got the justification against state and practices that are taking place and then to verify the obtained results to the creation of the plan in the future. Through, interviews and observations expected research results may reveal how the analysis of the recruitment and placement of Secretariat staff of Palu city.

Technic of collecting data used the snow ball sampling as much as 1000 informant. As for informants in this study was the head of the administrative section, head of the mutation section and some staff. The technique of data analysis in this study used (Miles and Huberman, 1994) through, the three stages of the process, namely data of reduction, presentation of conclusions and data verification. Data reduction is the process of selection, focus, simplify and change data that is considered important based on the needs of the study. This assessment was done because in qualitative research data are collected. Therefore, collecting data is critical to

take note of the various tools, through the record book and the computer by giving the code on certain aspects that are relevant to the focus of this research. The presentation of data is a description of a structured collection of information allows the researcher conduct the conclusion and makes an action. The presentation of qualitative data is commonly used in the form of a narrative text. The withdrawal of the conclusion is summed up data that has been retrieved (Mulyadi, 2013).

RESULTS AND DISCUSSION

To obtain clear information about the condition of the recruitment and placement of an employee in the office of the Secretariat of the regional of Palu city here is an interview on two informants of the research that has been set (Moenir, 2006).

Recruitment of employees is carried out by the achievements of (through, the selection process and test), not by the aspiration. This kind of recruitment is based on the professional officer selection process referring to the level of education and work experience. Selection of employees is an important factor that correlates of urgency in improving the quality of public services. The existence of the secretariat office of Palu city became important because it determines the placement of employees in the recruitment process. Therefore, the selection process for the employees in the placement of officers in certain areas of work should be based on the rate of achievement, if not implemented, it will hinder the pace of public services quality.

The results of the interview with The Head of Administration Mr. Andi Samsudin, stated that Recruitment in the Secretariat of Palu city, through several stages, namely eligible administration has been established by the field of education at undergraduate/postgraduate level (S1 and 2), through written test or unwritten test. The process of recruitment of civil servants in high office in the government secretariat of Palu city has not run the marital model system that puts civil servants at the office is based on the expertise, professionalism, career and duty and main function. Recruitment in the secretariat of Palu city, namely placement recruitment process of civil servants in high office based on family ties and social networks of cultural (September 20, 2015, at 2.30 pm).

In addition to the process of placement of an employee at the Secretariat of the town of Palu city obtained research results that have not been in accordance with the system of government in general, it is happening because of a lack of human resources. The fact showed that the placement positions for the Echelon IV should be expected to occupy the Echelon IV, positioned became Echelon III because human resources have not been available. This condition is emphasized with the results of interviews with heads of mutation section

(H. Fadli, S. Sos), stated that the expected placement by employees does not yet correspond to the fields, still need to adjust to environmental conditions that is placed (20 September 2015 at 10.30 am).

The statement reaffirmed with the results of the interview with The Head of Administration Mr. Andi Samsudin. He stated that the placement of an employee at the secretariat of Palu city, through the mechanism of selection of job title networking, meet the requirements in the administration but have not done well and have not been effectively caused by the spoil system. Because the intervention of the stakeholders/public officials (Mayors and Vice Mayors) is very powerful in influencing the composition of the office in the ranks of the structural bureaucracy of local government of Palu city, especially in the ranks of Echelon officer II, III (head of the section and subsection). The functions and tasks in local government of Palu city, it goes well but in the placement position of bureaucratic structural Echelon officials II and III, still need to be arranged and adjusted in each field of specialization based on the job. Specialization in agreement with the level of education and work experience, organizing tasks in accordance with SOP must be the guidelines in the administration. Therefore, bureaucracy as one institution that symbolizes the birth of the modern era which need to be understood which is always in contact with the bureaucracy and public services.

The success of some agencies in realizing the objectives that have been set relies heavily on the quality and quantity of human resources. Because of the importance of human resources, then it should be in government agencies give serious attention to the ability of the human resource factor in supporting the achievement of the objectives of government agencies. The one that has been done by the secretariat of Palu city was recruitment to obtain qualified human resources. In addition to recruitment it is necessary also held selection aims to obtain the employees in accordance with the needs of government agencies with the appropriate work, placement is held, so that, the employees can provide good work results and produce employees who have achievement or ideal (Siagian and Sondang, 2005).

Recruitment was the regnant of human resources in the form of a much-needed when it needed as well as knowledge, skills, special ability. Withdrawal (recruitment) employees is a process or actions taken by the organization to get additional employees, through several stages include the identification and evaluation of the resources of the withdrawal of labour, determine the needs for manpower, the process of selection, placement and orientation of the workforce. The withdrawal of officers aimed at providing enough employees, so that, management can select employees who meet the qualifications that they need (Hasibuan, 2008).

This recruitment activity is crucial for the procurement of labor, tailored to the needs of the organization, so as to achieve the purpose of the recruitment process. Recruitment processes take place ranging from finding jobs for the filing of the petition by the applicants. If the recruitment process is done properly and well, then, the result is a group of applicants who could meet the requirements. Sedarmayanti (2000) explains the meaning of recruiting is the process of finding and attracting people or candidates who qualify. Recruitment from achievement is through the selection process and tests, not by the aspirations of the employee selection process based on education and work experience. As for the employee recruitment process on secretariat of Palu city, through several stages, namely eligible administration has been established, following the field of education at undergraduate/postgraduate level (S1 or 2) through a test or unwritten test. Research results show that public service bureaucracy at the secretariat of Palu city has not run a bureaucratic system ideally because of the employee recruitment process for Echelon II, III and IV are still used the spoil system model. Spoil system put in place due to two things: first as the political merits. Political services as a result of the election of the Mayor directly in 2000. In this context, administrative services as retribution the team success between civil servants and non-civil servants. Second, a model of nepotism that placement of the recruitment process of civil servants in high office based on kinship and social networks of cultural. Thus, the process of recruitment of civil servants in high office in the local government of secretariat of Palu city has not run marital system model that puts civil servants at the office is based on the expertise, professionalism, career and duty and functions. It can disrupt the entire system in the government because the selection of employees is an important factor that correlates the urgency in improving the quality of public services, particularly in the offices of the secretariat of Palu city becomes important in determining the placement of employees in the hiring process. Therefore, the selection process for the employees in the civil service in certain areas must be accomplished on the basis of its performance, if not kept then it will inhibit the quality of public services.

In drawing up the policy to note the proper strategies in recruiting employees, regarding recruitment policies will be given to the public or the apparatus in the organization. In addition to the policy in the recruitment of employees, who need to gain more attention is the placement policy officer. It is because in the presence of the organization (leadership) in placing employees in the right position will provide a positive impact on the acquisition goal. According to Tohari the placement of employees is the process of placing the individual by the capability and expertise to improve the performance of the

organization in order to harness the individual resources optimally. Furthermore, Wursanto also explained that the placement is to place the individual on a job in accordance with the knowledge, skills in the organization, so as to work on a job or task that fits with parts that are in the organization.

According to Sedarmayanti (2000), the placement of employees is the process of administering tasks and jobs to the workforce who passed selection for executing a predefined scope as well as being able to account for all the risks and possibilities that occur over the tasks and jobs, authority and responsibility.

In this case the placement of employees, several requirements must be observed, namely: education in this case strongly support in carrying out a given position and required to facilitate the task-duties and responsibilities charged. Health to guarantee the physical and mental health, so that, in placing employees in the field of employment can be adapted to the condition of his health. Work experience, much needed for the control of jobs and companies usually work experience give the corresponding tendencies have expertise and skills that are relatively high (Widodo, 2001).

In addition to observing the requirements above, to the efforts of the placement of employees as expected, then it should be based on the description set position and hold on to the principle of "placement" which is just in the right place and proper placement in the right position. With the appropriate and proper placement of the morale and work achievement will achieve optimal results, even employee creativity will flourish.

Also, the objectiveness of placement becomes important in the assessment of employees in the office. The benefit of nepotism based on subjectivity (like or dislike) can damage the staffing system professionally at the secretariat of Palu city. Based on the results obtained, the placement position of a clerk in the secretariat office of Palu city has not run a standard system that applies. This situation is due to the lack of human resources so that it happens the placement of employees do not fit properly, officials of the Echelon IV should be expected to occupy Echelon IV, also placed or positioned into Echelon III because human resources have not been available.

CONCLUSION

Based on the results found and has been described in a discussion, then it can be inferred that the recruitment in Secretariat office of Palu city had already running properly. However, there is a mechanism needs to be reorganized, so as to generate the professional staffs and in accordance with the education, skills and work experience based on a system of good service and the ideal bureaucracy which is based on a merit system.

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