

## **Analysis of the Planning of State Civil Apparatus Resources at the West Jakarta City Administration of Fire and Rescue Agency**

Dian Wahyudin, Arie Iriawan

STIAMI Institute, Jakarta, Indonesia

dian.wahyudi@stiami.co.id, arieiriawan@gmail.com

### **ABSTRACT**

Apparatus Resource Planning in Fire department for several years has been stalled since 2014 due to moratorium policies of government toward acceptance of the state civil Apparatus. State of HR existing at West Jakarta Fire Rescue Department still not good in term of quantity and quality. Starting from that point the author is encouraged to conduct research for finding solutions for lack of personnel in quality and quantity. Research objectives: first to analyze and evaluation of Apparatus Resource Planning at West Jakarta Fire Rescue Department. Second to know factors with inhibit in human resource planning at West Jakarta Fire Rescue Department. Third to find solution for resolving barriers in Human Resource Planning at West Jakarta Fire Rescue Department. Methods used by the author in making thesis is a qualitative descriptive method, key person interviews, and literature review method of rules and regulation about fire fighter standards. In this research author reviewing problems that be found at West Jakarta Fire Rescue Department. In this research the author finds some research results among others: apparatus civil state resource planning at West Jakarta Fire Rescue Department is not so good both in term of quality and quantity. Factors that affect the effectiveness of apparatus civil state resources planning at West Jakarta Fire Rescue Department among others is the release of civil servant moratorium since 2014. apparatus civil state resource planning at West Jakarta Fire Rescue Department is not so good both in terms of quality and quantity. Factors that affect the effectiveness of apparatus civil state resources planning at West Jakarta Fire Rescue Department among others is the release of civil servant moratorium since 2014. apparatus civil state resource planning at West Jakarta Fire Rescue Department is not so good both in terms of quality and quantity. Factors that affect the effectiveness of apparatus civil state resources planning at West Jakarta Fire Rescue Department among others is the release of civil servant moratorium since 2014.

Keyword: Human Resource Planning

### **INTRODUCTION**

Planning for State Civil Apparatus. Planning for Apparatus Resources in the fire department for several years has been stalled since 2014 due to the government's moratorium policy on the acceptance of state civil servants in order to rationalize the number of State Civil Apparatus. The existing state of HR in the Fire and Rescue Service Sub-department is still very lacking, both in terms of quantity and quality. In terms of quality, many functional positions require certain training, but the training has not been fulfilled, for example, many platoon heads have not received training for officer 2 and team heads have not been trained for officer 1, besides that many operators have not attended operator training. In terms of quantity, there are also many shortages, for example the standard of one fire pump car or a team of six personnel in the field, mostly one team only consists of four people. Starting from this, the author is compelled to conduct

research to find solutions to the shortage of personnel in terms of quality and quantity. This research was conducted at the West Jakarta Administration Fire and Rescue Agency and focused on Planning for State Civil Apparatus Resources on duty in the field.

## LITERATURE REVIEW

### Definition of analysis

Analysis comes from the ancient Greek term “analisis” which means to let go. Analisis is a word created from two syllables namely Ana which means return, luein which means to let go. So that analysis can be interpreted as an attempt to observe in detail the object by outlining its constituent components to be studied or studied further.

### Understanding Human Resource Management

In a company, people are the most important resource to achieve company goals. The success of an organization 's management is largely determined by its human resource utilization activities . Therefore, Human Resource Management (HRM) emphasizes management on humans and nothing else. According to Gary Dessler (2010:4), namely "Human resource management as policies and exercises to meet employee needs or aspects contained in human resources such as management positions, employee procurement or recruitment, training screening, compensation, and work performance appraisals. employee. According to Bohlarander and Snell (2010:4) Human Resource Management is the science that studies how to empower employees in the company, create jobs, work groups,

### HRM Scope

After describing the meaning of HRM, we will discuss the scope of Human Resource Management. In the discussion of this scope, several functions of a Human Resources management activity will be explained. The first sub-chapter will discuss the management function which is used as the main function of the scope of Human Resource Management. Furthermore, according to Gary Dessler (2010: 4) classifying the scope of Human Resource Management into two main functions. The two main functions of Human Resource Management are:

#### 1) Management Function

Here are 4 functions that are included in the management function

a. Planning Function.

The first function is planning or planning planning is a fundamental part of all functions of Human Resource Management.

b. Organizing Function

The second function is the organizing function. In the organizing function, the form of an organization will be arranged. The arrangement of the organization is done by designing the structure and relations between the workforce, as well as what tasks they have to do (job description).

c. Directing function

The third function is directing. The directive function has the aim of providing motivation to the workforce so that they can do their job effectively and efficiently according to the plan. Directing has become part of the duties of company leaders

d. Control function

The fourth function, namely controlling or controlling, will be carried out several measurements. This measurement aims to determine whether the activities that have been

carried out are in accordance with the labor standards that have been previously set. If there is a discrepancy, then an action can be taken to improve the workforce.

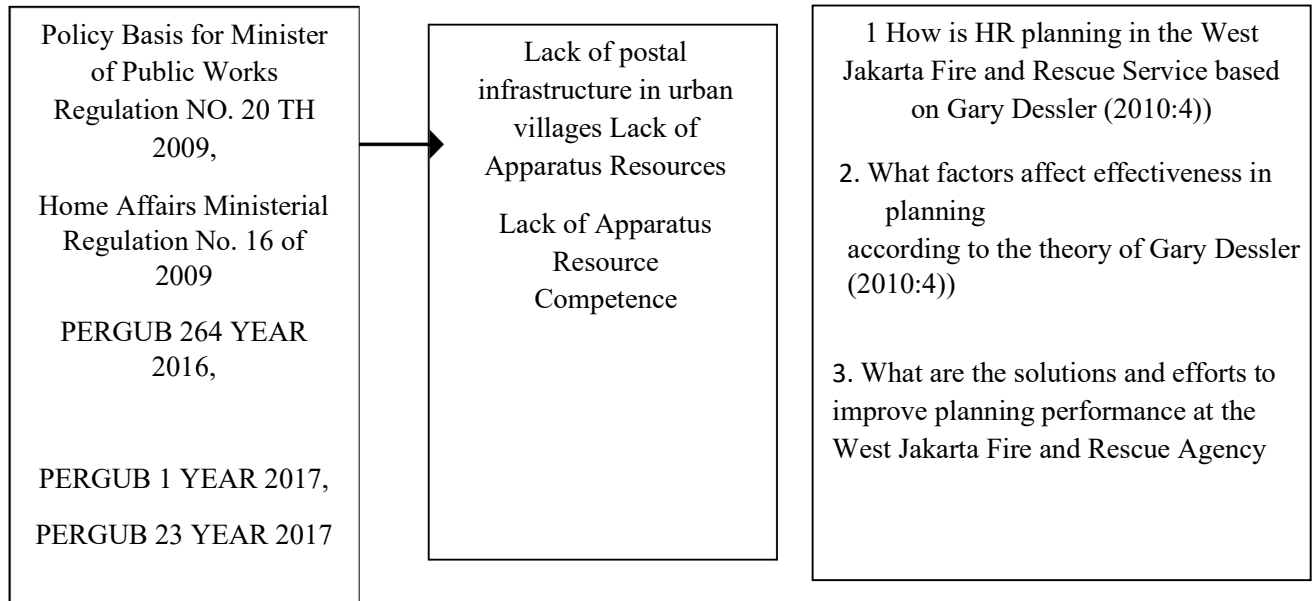
## 2) Operational Function

In addition to the management functions described above, the scope of Human Resource Management also includes operational functions. This operational function is further elaborated into 6 functions consisting of manpower procurement, development, compensation, integration, maintenance, and separation. Here is the explanation:

1. Pengadaan Tenaga Kerja Fungsi operasional yang pertama adalah pengadaan tenaga kerja atau procurement. Pengadaan tenaga kerja di artikan sebagai suatu upaya untuk mendapatkan beberapa karyawan/pekerja yang mana jenis perkeja tersebut sesuai dengan kebutuhan perusahaan.
2. Pengembangan Fungsi operasional yang kedua yakni pengembangan atau development. Pengembangan adalah sebuah upaya guna peningkatan keahlian tenaga kerja. Kompensasi fungsi operational yang ke tiga adalah kompensasi atau reward. Pada fungsi operational yang satu ini, akan diberikan imbalan atau balas jasa untuk para tenaga kerja.
3. The fourth operational function integration is integration. Integration is defined as an effort to align the interests of the workforce, the company and the surrounding community. To achieve the desired harmony, the workforce and the company must really understand the attitudes and principles of employees.
4. Maintenance of the fifth operational function, namely maintenance or maintenance. This maintenance is an effort to maintain employee attitudes.
5. The last separation of operational functions is separation. This separation is an effort to return workers to the community.

The main variable in this study is the implementation of Garry Dessler's (2010:4) theory which states that aspects contained in human resources such as employee procurement or recruitment, training screening, compensation and separation. In this case, the author tries to implement the theory for planning apparatus resources in the Fire and Rescue Agency, especially in points one and two. Here the author also reads policies related to the state civil apparatus, specifically the regional regulations on the Organizational System and Work Procedure of the Provincial Fire and Rescue Service for the Special Capital Region. After studying these local regulations, the author tries to implement and implement Apparatus Resource Planning in the West Jakarta Fire and Rescue Agency, both during recruitment and training of the Apparatus Resources. With the implementation of recruitment and training of Apparatus Resources at the West Jakarta Fire and Rescue Sub-department, it is hoped that it can improve the service performance of the West Jakarta Fire and Rescue Service to the community.

## METHOD



## RESULTS AND DISCUSSION

Based on the results of the research on the Performance of Apparatus Resource Planning at the West Jakarta Fire and Rescue Service, when viewed from Gary Dessler's theory, among others:

### a. At the recruitment stage

employees at the West Jakarta Fire and Rescue Agency have experienced a shortage of staff due to the moratorium on civil servants since 2014 and the recruitment of new PHLs began in 2016.

### b. In Development Stage

employee development is also still not optimal, it is still not in accordance with the training needs of the West Jakarta Fire and Rescue Agency so that many employees occupy functional positions without going through the proper training. For the next four stages, namely compensation, integration, attitude maintenance, and separation can take place with good because it can already be regulated at the sub-department level.

Factors that influence the Planning of the State Civil Apparatus in the West Jakarta Fire Management Sub-dept.

From the results of the study, the factors that influence the Planning of State Civil Apparatus Resources in the West Jakarta Fire and Rescue Service Sub-dept include:

#### a. Recruitment Stage

At the recruitment stage with the moratorium on civil servants since 2014 the West Jakarta Fire and Rescue Service Sub-department has experienced a lot of staff shortages because since 2014 employees who have retired have not been replaced. In addition to the moratorium on the procurement of daily freelance employees, it must also go through the service level so that the quota does not match the needs of the sub-department, but is adjusted to the budget for freelance daily employees at the service level.

#### b. Development Stage

At the development stage, especially at the training and education stage, the same as at the recruitment stage, the type of training and quota that participates in the training is still determined at the Service level, not based on needs at the Sub-Department level and also training that is designated for certain functional positions is not routinely held every year so that some have occupy certain functional positions but have

not passed the proper training. For the next four stages, namely compensation, integration, attitude maintenance, and separation can take place well because these can already be regulated at the Sub-Department level.

## CONCLUSION

The West Jakarta Administration of Fire and Rescue Sub-Department has not been so good because it has not complied with the minimum fire service standards that have been set by legislation, both in terms of the quality of its Civil Apparatus Resources and the Quantity of its Civil Apparatus Resources.

Factors that affect the effectiveness of the Planning of State Civil Apparatus Resources in the Sub-department of Firefighting and Rescue of the City of West Jakarta Administration, among others, are the issuance of a moratorium on Civil Servants since 2014 so that those who retired that year could not be replaced because of this. Furthermore, the limited land of the DKI Regional Government and Social and Social Services as well as public health facilities in urban villages makes it difficult to follow the standards of Minister of Public Works Regulation 20 of 2009 so that firefighters have one post in each village.

Solutions to improve planning performance at the West Jakarta Fire and Rescue Agency include:

- a. During the moratorium on the State Civil Apparatus, the West Jakarta City Administration of Fire and Rescue Sub-department may submit a submission for the acceptance of freelance daily employees (PHL) to cover the shortage of operational troops since the 2014 State Civil Apparatus moratorium.
- b. Hold regular training at Pusdiklatkar every year, especially for those who have served but have not received training, such as training for officers 1 and 2 for Danru and Danton and operator training for drivers.
- c. Looking for public facilities and social facilities in urban villages where there is no fire post so that a fire post can be established.

## SUGGESTION

As stated in the conclusion above, suggestions for improving the planning of Apparatus Resources in the Tribe

West Jakarta Fire and Rescue Service, among others:

### 1. For the Head of Sub-department

To improve planning performance at the West Jakarta Fire and Rescue Service Sub-department, as the head of the Service Sub-department, they should have made a Apparatus Resource planning road map which contains the number of personnel needed by one Sub-department and what kind of training is needed. For 2018, the Head of Sub-Department should propose additional PHL of 268 people to cover the shortage of personnel in 2019.

In addition to the road map for planning for Apparatus Resources, as Head of Sub-department, it is necessary to immediately look for local government, social assistance, or public facilities in urban villages where there are no fire stations to immediately build Fire posts from 56 West Jakarta sub-districts only have 20 fire posts, so there are still shortages in 36 urban villages. again.

### 2. For the Head of Sub Division of Administration

As an Authorized Person in matters of Personnel, the Head of Sub-Administrative Administration should make a long-term and medium-term Human Resource planning roadmap for Fire Prevention and Rescue. who held a functional position prior to receiving the proper training and education. And to cover the shortage of employees, in order to apply for PHL recruitment until the minimum number of firefighters standards were met for West Jakarta, there was still a shortage of around 268 operational personnel.

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## **Legislation**

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