Job Analysis in Organizational Structure on Employee Performance

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ABSTRACT

This study intends to describe job analysis in the context of human resource management (MSDI). Job analysis can be interpreted as an activity to analyze or describe the work that must be done, how to do it and why a job must be done or done. The purpose of the analysis itself varies, both general goals and specific goals specific to the company or organization itself. Job analysis also contains steps that must be followed or passed. This study concludes that job analysis is an important thing for an organization or company so that its employees are able to work more optimally and better in organizing, implementing, as well as the running of the organization or company itself which is oriented to the future. In Islam job analysis is also discussed, Islam also regulates how job analysis itself is according to the legal foundations explained in an Islamic perspective.

Keywords: *Human Resource Management, Job Analysis, Organization*

INTRODUCTION

After the human resource needs, then the next is to do an analysis of the work done by these humans (Carnevale & Hatak, 2020; Singh dkk., 2020; Zhang dkk., 2019). Job analysis is a systematic effort in terms of collecting, assessing and organizing all types of work that exist in an organization or company (Mazzetti dkk., 2021; Sverke dkk., 2019). Job analysis is carried out as a form of decomposition of activities that are very important in an organization or company because with an analysis of an employee's work, an employee will be able to know to what extent he is able to work or even be able to further improve his performance at work in the future.

Job analysis activities are very important in an organization or company, because of the various actions that exist in the analysis carried out within the organization or company (Fernandes dkk., 2020; Frederick & VanderWeele, 2020; H. Lu dkk., 2018). So in this case the discussion discussed is a discussion of job analysis in the perspective of human resource management (MSDI). Analyzing work should not be ignored in human resource management, which is an important part of the process of achieving the success of an organization or company (Roscoe dkk., 2019; Tang dkk., 2018; Zaid dkk., 2018). In this article, the presentation of information regarding the importance of a job analysis in the concept of human resource management, as well as the presentation of the steps that must be taken in analyzing jobs in an organization or company.

In this case, company management must know what things are needed in a job and then determine certain qualified people who must be recruited to do the job. If a company is wrong in carrying out a job analysis, it will have an impact on all efforts to improve human resources to be useless in its implementation. In job analysis there are also steps that need to be carried out in its implementation, such as determining the use of analysis information results, collecting information about the background being analyzed, selecting positions being analyzed, collecting job analysis information, reviewing information from certain parties, compiling job descriptions and job specifications as well as calculations in the development of a company or organization.

RESEARCH METHODOLOGY

In this case, the method used in making this article is a library research method or library research (Lehtola dkk., 2018; L. Lu dkk., 2021; Poyet dkk., 2019). Which is done by means or techniques of collecting data from books, literature, records and reports that we found in the literature related to job analysis. In this case we study and study materials related to job analysis material, then we carry out an analysis which we then develop in a descriptive form or we describe it in the form of paragraphs. The context discussed is related to the analysis of the work itself qualitatively with the existing conceptual. Activities carried out start from reading, taking notes, identifying, compiling the data obtained which is then analyzed to draw conclusions on material obtained from existing sources.

RESULT AND DISCUSSION

Job analysis is analyzing and designing what work to do, how to do it, and why to do it (Klug dkk., 2019; Lopes & Oliveira, 2020). Job analysis will provide information regarding job descriptions, job specifications and job evaluation. Job analysis is written information about what jobs must be done in a company so that goals are achieved (Ahrari dkk., 2021; Sakurada dkk., 2021). Job analysis is a systematic process to identify the characteristics of a job. Various information can be obtained through job analysis. Includes duties, authorities and responsibilities

demanded by a job (Kim & Canagarajah, 2021; Liaqait dkk., 2021). Based on this information, it will be possible to determine the requirements that must be owned by someone to be able to do a job. So, can be concluded that job analysis is a systematic activity carried out by examining or sorting out a job by determining the tasks, authorities, obligations and responsibilities of a job needed to do work in an organization or company.

The purpose of analyzing work in the organizational structure is to provide clarity or understanding to new employees, and also illustrate how much influence the analysis has on the influence of employee growth to create an organization in a Company (Sugie, 2018). It will work well to be able to advance the company but the purpose of this analysis is so that the company can also compete with other companies if at the moment a company is still not developing, then job analysis is used so that employees in the company can compete or can compete with other companies with doing the analysis, we also know where the company's weak points are and for us to improve in the future.

If there is no structure within the company then everything is the same so no one is managing the company. If that happens then the company will not run because it could be that many employees choose a relaxed position and can also be scrambling to choose a high position so the importance of organizational structure in the company, namely to regulate every field that will be undertaken by analyzing the work which is very powerful (Fan dkk., 2018; Jermsittiparsert dkk., 2019; Urbinati dkk., 2019). The aim of the analysis is to find out the position in which the employee will be placed, and so that the goal is for the company to be able to compete with other companies. If when analyzing the job when starting recruitment there is a mistake in the location. Then there is a company that is not running smoothly because the position occupied by the employee is not right with the expertise requiring job analysis and really needs a company structure if the company will not run properly, but if you already have an organizational structure and job analysis (Lee dkk., 2018). The company will run well and be able to compete with other companies as well as large companies. But if you already have an organizational structure and job analysis, the company will run well and be able to compete with other companies as well as large companies (Raza dkk., 2020; Thorlakson dkk., 2018; Wagner dkk., 2018). But if you already have an organizational structure and job analysis, the company will run well and be able to compete with other companies as well as large companies.

Meanwhile, in the practice of human resource management, job analysis involves a lot of workforce recruitment which will also be planned systematically. But job analysis also has benefits, as follows. According to (Boselli dkk., 2018; Mäkikangas, 2018), the benefits of job analysis, are: 1) Provide an overview of challenges originating from the environment that affect the work of employees. 2) Eliminate unnecessary job requirements because they are based on discriminatory thinking. 3) Finding elements of work that encourage or hinder the quality of work

of employees. 4) Planfuture employment. 5) Customize applications that enter job vacancies. 6) Assist in determining human resource management policies and programs. 7) Set realistic performance standards. 8) Play a role in the placement of employees to match the level of knowledge, expertise and experience required. 9) Identify the relationship between supervisors and subordinates. 10) Facilitate redesign, especially in the event of mergers, acquisitions and downsizing of the organization. 11) stimating the appropriate compensation value for each position in accordance with the workload, working conditions, obligations and job specifications required in a particular position.

The steps taken in job analysis are as follows (Wang dkk., 2020) Determine the use of job analysis information results, gather background information, selecting the muwakal (person who will be entrusted with) the position to be analyzed, gather job analysis information, reviewing information with interested parties, develop job descriptions and job specifications and forecast / take into account the development of the company. Step fromanalyze the work, as follows, Provides a view of a job, in relation to the organization as a whole, drives determination of how job analysis and job design information will be used, job selectionto be analyzed, gather information to be used, develop job descriptions and repare job specifications (Chancellor dkk., 2018).

The method used in job analysis according to as follows (Duan dkk., 2019; Quan dkk., 2020; Voinov dkk., 2018): 1) Interview, used to collect analytical data from employee work, interviews are conducted individually with each employee, or can be conducted with groups that have the same job. Interviews were conducted by supervisors (superiors) to their subordinates to find out how far the work carried out by employees had been carried out properly. 2) Questionnaire, this is done by filling in the data that has been given by the supervisor with a written test form that asks employees to indicate whether they have carried out their duties properly and how much time the employee has used. 3) Observation, used for work consisting of physical activity. This is done by observing the work during the work cycle and then recording it. 4) Notes of Participant Reports, done by asking workers to keep a record of what they do and when. 5) Writing Job Descriptions, it is a written statement about what the worker must do, how to do it and what the working conditions are. The information used contains the knowledge, abilities and skills needed to do the job satisfactorily.

Types of job analysis, as follows (Schellenberg dkk., 2018; Zhou dkk., 2018): 1) Traditional job analysis (traditional job analysis), in this model, only looking for information about detailed responsibilities of an organizational unit to a position must be responsible, must be subject to the direction and implementation control section, the general obligations of someone who is holding a position, the minimum qualifications shown as eligibility. 2) Results-oriented job analysis (result-oriented job descriptionor RODs), this type assumes that the job description will be longeruseful

if the job description clarifies the organization's expectations of workers and relates between duties, standards, skills and minimum qualifications.

In the perspective of human resource management, job analysis itself is an activity that must be carried out by every organization or company. Activities that become a reference in evaluating the performance of each employee in the organization or company. The methods used in carrying out job analysis are the methods that are commonly used by the company itself, which are approved by the company or organization itself. Job analysis has a good influence on a company or organization because analysis is able to make the organization or company better because employees are able to know how far their performance is assessed in the organization or company, so that they are able to do a better job in the future for the organization or company (Useche dkk., 2018). Analysis itself is able to make employees more responsible for their work, increase their skills and do jobs that according to them are able to improve the company or organization they run.

An organization or company within the scope of human resource management, the implementation of job analysis itself has its own method depending on the organization or company itself. Whether it's implementation through traditional or oriented methods (Davidescu dkk., 2020). Even in its activities in human resource management, prior to job analysis there is also human resource planning, job classification and job evaluation carried out in line with the job analysis in an organization or the company itself.

CONCLUSION

Job analysis is an analysis and design of what work must be done, how to do it, and why the work must be done. Job analysis is a systematic activity in studying a job by determining the duties, obligations and responsibilities of a job, the knowledge, abilities and skills needed to do the job in an organization or company concerned. The objectives of the job analysis itself include: (1) getting workers in the right positions, (2) giving satisfaction to the workforce, (3) creating a conducive working climate and conditions. There are two types of job analysis, namely (1) traditional job analysis, (2) result-oriented job analysis. The methods used in collecting job analysis data, such as: interviews, questionnaires, observations and participant report notes. The steps used in job analysis depend on the organization or company itself, depending on the implementation of the policies set according to the conditions that have been set.

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