



**WORKLOAD ANALYSIS WITH METHOD FULL TIME  
EQUIVALENT (FTE) IN PT. UNITED TRACTOR PANDU  
ENGINEERING AT HCGAESR DIVISION**

**By**

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**As Internship Report submitted to the  
Faculty of Engineering President University in partial  
Fulfillment of the requirements of Bachelor Degree in  
Engineering Major in Industrial Engineering**

**2019**

**ACADEMIC ADVISOR**  
**RECOMMENDATION LETTER**

This internship report is prepared and submitted by **Rafii'e Adhiatama Nugroho** in partial fulfillment of the requirements for the degree of Bachelor Degree in the Faculty of Engineering has been reviewed and found to have satisfied the requirements for a fit to be examined.

**Cikarang, Indonesia, January 27, 2020**



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**COMPANY SUPERVISOR  
RECOMMENDATION LETTER**

**Rafii'e Adhiatama Nugroho** has performed and completed an internship in **PT. UNITED TRACTOR PANDU ENGINEERING**, in partial fulfillment of the requirements for the degree of Bachelor Degree in the Faculty of Engineering. I therefore recommend this report to be examined.

**Cikarang, Indonesia, January 27, 2020**

A handwritten signature in black ink is written over a rectangular stamp. The stamp contains the text "PT UNITED TRACTORS" on the top line and "PANDU ENGINEERING" on the bottom line, both in a bold, sans-serif font.

Veronica Maya Sushmita, S.T

Internship Supervisor

**INTERNSHIP REPORT IN PT. UTPE IN ORDER TO  
MEASURE EMPLOYEE WORKLOAD**

By

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## **ABSTRACT**

One way to survive the middle of the competition, the manufacturing industry must implement good human resource management. Good human resource management is expected to produce an effective and efficient workforce that will encourage the achievement of mission vision and objectives of the company. PT UTPE is a national company that manufactures & market manufacturing products. PT UTPE needs good planning and management of human resources so that the human resources produced can work with professionals so that the quality of the products produced can compete with competitor's products. In this journal will discuss the workload in HCGA Department & ESR PT UTPE As the basis for determining the number of employees in the upcoming recruitment. The calculation of workloads with FTE (Full Time Equivalent) method obtained from observation based on task description in each department office of HCGA & ESR. There is still a discrepancy between the number of workers and the ideal workload with the actual number of workers so that it needs to be re-reviewed in the future recruitment policy.

*Keywords: Workload, Full Time Equivalent, Effective Working Time, Human Resource Management, Mental Workload*

## **ACKNOWLEDGEMENT**

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6. Engineering 2016. Thank you for everything, I know that each of us will be successful in the future.

## LIST OF TERMINOLOGIES

Workload	:	A number of processes or activities that a worker must complete within a certain period of time
Job Description	:	A set of functions and responsibilities that are outlined into the work activities.
Effective Working Hours	:	Time to do the work, can be performed during the day and/or night. Planning for future work is a step-up to improve time management.
Overload	:	Overload when the workload exceeds 1.2
Underload	:	Underload when the workload less than 0.1
Normal	:	Normal when the workload between 0.1 – 1.2

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# CHAPTER I

## INTRODUCTION

### 1.1 Problem Background

The concept of Workload Analysis is still difficult to find and even if there is still hard to understand because the experts who use this concept see it from a diverse viewpoint according to the background of their discipline so that it has not certainly according to what we need and expect. According to Heizer and Render (1996), Labour standard is the amount of time required for the average labour, to work on a special work activity in normal working conditions, or in other words the labour standard can be used to establish the number of personnel, to be able to produce the expected production of the company. Further said, that to determine labour standards can be done in four ways, namely based on past experience, assessment of time, standard time before determination, and sampling work. There are several methods used to calculate the workload, namely: work sampling, NASA TLX, and full time equivalent (FTE).

In this project the researcher using full time equivalent (FTE), FTE is a method commonly used to regulate the effectiveness and efficiency of the workload based on the time of the required work. FTE can be applied to calculate the workload of employees in all sectors, including the manufacturing sector. FTE method has been widely applied to calculate the needs of labour such as sales or accountants, and marketing. FTE is done by analyzing, making decisions and implementing a process that determines the number of employees needed. Some important things to note in doing the calculation of workload and energy needs using the FTE method that is the specifications of performance processes, standard workload for a process or activity and the number of working hours in a position Employment (Susilo & Yustiawan, 2015).

Before being able to know the workload of each employee, researchers asked twenty employees about his complaint to his work, and there were four reasons that the employee complained, which: excessive workload, pressure or Deadlines, frustration, not clear job descriptions, 9 out of 20 employees complained of

excessive workloads. The implications of FTE value are divided into 3 types namely overload, Normal and Underload. Workloads that are too heavy or too mild will result in the work of inefficiency. Overloading (overload) indicates that the number of employed personnel is not in accordance with the workload received so as to trigger the occurrence of physical and psychological fatigue that will later impact on energy productivity Work. Constraints that occurred during the implementation of the workload analysis using the FTE method with the instrument of the daily log is there are some activities that are not recorded in the daily log, and also requires honesty from employees about activities Work done and the time it takes to perform such activities that may affect the outcome of the calculation

### **1.2 Problem Statement**

Based on the problem happened in PT. United Tractor Pandu Engineering, the problem statement for this report are:

- How to measure workload does HCGAESR employee obtain?

### **1.3 Objective**

There are several objective that need to be achieved which are:

- To measure the workload of each individual employee for the HCGAESR division

### **1.4 Scopes**

Due to the limited time and resource in doing this research, there will be some scopes in this observation:

- HCGAESR employee is 27 people
- Using Full Time Equivalent
- This research is only done to calculate normal time and workload without financial aspects.

### **1.5 Assumptions**

- Effective working hours in 9 hours count including rest

## **1.6 Research Outline**

### **Chapter I**

#### **Introduction**

This chapter consist of problem background of the project, problem statement, and objectives of the project, scope, assumption and research outline.

### **Chapter II**

#### **Literature Study**

This chapter delivers the explanation of study of productivity, Human resource management, Work Load, Full Time Equivalent, and Implementation FTE method.

### **Chapter III**

#### **Research Methodology**

This chapter consist of the flow of project that is carried out by the research.

### **Chapter IV**

#### **Company Profile & Project**

This chapter consists the explanation about the company's history, vision, mision, organizational chart.

### **Chapter V**

#### **Data Collection and Analysis**

This chapter consists of all the data gathered from observation. Explain more detailed analysis to support finding a solution.

### **Chapter VI**

#### **Conclusion and Recommendation**

This chapter delivers the conclusion of analysis data that support the research. Recommendation for future research is also delivered.

## **CHAPTER II**

### **LITERATURE STUDY**

#### **2.1 Productivity**

Productivity could be a usually used however often poorly outlined term that frequently appears in each educational and sensible discussions. Definitions of productivity appear to be obsessed with the reviewer's purpose of read and therefore the context within which it's used. Studies on technology, engineering, and economic science, 3 broad trade classes, all examine productivity from slightly completely different viewpoints (Ghoabadian and Husband, 1990). In general, verbal definitions of productivity aim to clarify what the term suggests that whereas mathematical definitions are used as a basis of measurement; within the latter case, the main objective isn't to clarify, however rather to boost productivity (Tangen, 2005)

According to Bernolak (1997) productivity suggests that "how much and how good we produce from the resources used," whereas the eu Association of National Productivity Centers (EANPC, 2005) defines productivity as "how efficiently and effectively product and services are being made." efficiency during this context will be seen as "doing things right" or utilizing resources to accomplish desired results (Grünberg, 2004). Effectiveness, on the opposite hand, is commonly represented as "doing the proper thing"; it refers to the extent to that customer needs are met (Neely et al., 1995). Thus, effectiveness highlights the importance of reaching a desired objective, whereas potency focuses on the method or suggests that concerned.

In general, productivity is usually defined as a relationship between output created by a system and quantities of input factors utilized by the system to provide that output. Here, the output will be any outcome of the process, whether or not a product or service, whereas input factors contains any human and physical resources utilized in a process. It follows that, in order to increase productivity, the system should either manufacture a lot of or higher product from a similar resources or the same goods from fewer



resources. Stated differently, productivity improvement refers to a rise within the quantitative relation of created product or services in relation to resources used.

## **2.1 Human Resource Management**

Human resource planning in an organization is an early part That need to be done to prepare human resources that are competent according to the field that is mastered so that in doing the work can achieve high efficiency and effectiveness of work (Novera, 2010). Moreover (Mondy & Noe, 1995) means that human resources planning is a process that runs neatly and is structured in reviewing the state of human resources to ensure that the amount and quality of the skills Appropriate, will be available when they are needed. So, based on the understanding, it can be concluded that human resources planning is a series of structured and systematic activities or activities that can later be used in predictor the determination of the number of employees Required by an organization in the future. In Human resource planning itself there are several types of development planning, as disclosed Manzini (1996) that to design and develop an effective human resource planning there are three types of planning:

1. Strategic planning in which this section is aimed at maintaining Organization in a competitive environment.
2. Operational planning is a variety that will show the need Human Resources
3. Human resource planning, is a part to predict the quality and The quantity of human resource needs in the short-term or Long-term

## **2.3 Work Load**

The workload according to Hermanto (2010), is a number of activities that must be completed by a person or an organization in a certain period with and normal work. The workload itself according to Manuaba (2000), includes two types of physical workloads and mental workloads. Where physical workloads can be found at work – a job that takes advantage of a physical operator in completing Tasks, while the mental workload is often encountered on work that has a great mental responsibility in carrying out its works (Adiprana2008).

According to Tarwaka (2004), several factors influencing the workload between

Other:

A. External factors, the workload that comes from outside the body of the worker, such as:

1. Tasks that are physical, such as workstations, workspaces, work place and job suggestions.
2. Organization work, such as length of time work, rest time, shift Work, and organizational structure.
3. Work environment such as physical work environment: noise intensity, Lighting intensity, mechanical vibration and air pressure. Environment Chemical work such as dust. Biological work environment such as bacteria, Virus.

In a person's workload company is set up by the company accordance with the work standards of the company according to the type of work in each division (Novera, 2010). With existing standards and specified working hours then the Can be determined whether the employee of a place works in accordance with the standard Preset, under predefined or above standards of standards already set. So knowing the workload you have will eventually can determine the needs of employees in a section.

Qualitative and quantitative labor planning is closely related to the Descriptions and specifications of each function and their workload. Each. Qualitative planning includes training and labour development in accordance with its specifications and working environment. While planning is a quantitative assessment of the number of manpower needed through the conversion of Order into a workload (Lina, 2002). Human resource planning and management can be done through workload analysis. According to Marwansyah (2010), the analysis of workload is the process of establishing the number of man-hours needed to accomplish the workload within a given time. The workload analysis aims to Determine how much work is needed to complete a job and how much appropriate load is bestowed on one worker.

As the workload knows, it can be known whether there is excess energy Employment or labor shortages. As one of the reference, labor burden should be Approximates or equals 100% (Sutalaksana et al. 1979). Where energy calculations Work that will occur 3 possibilities:

1. Current workload measurement = 100%, If it happens then the amount of labor and workload at the time of Measurements are already good, meaning the number of workforce is already in compliance Job Volume needs
2. Measuring workload > 100%, This has been shown that the amount of manpower and workloads at the time of Average measurement is above normal which means there must be additional Workforce, because the existing workforce receives workloads that are Excessive
3. Measurement workload < 100%, If this happens it means the amount of labor and burden of labor on the Excessive measurement and if necessary reduction To balance workloads and workforce

There are several definitions of FTE (Full Time Equivalent), according to Dewi and Satrya (2012), Full Time Equivalent is one of the methods of analytical workloads that Time based on measuring the length of work completion time the time is converted into the FTE value index. Workload calculation method with full time equivalent (FTE) is the method by which time is used to Work compared to effective uptime Available. FTE aims to simplify work measurement by changing load hours Work to the number of people needed to complete a specific job (Adawiyah, 2013).

While according to Oesman (2012), FTE is a way to calculate the number of People in a population or organization. FTE is how to measure people who work "full (according to defined standards) so that the actual number of working hours as a full time employee.

In essence FTE is the number of people needed to do all the transaction of a particular time period (Zimmerman, 2002). FTE is a ratio that represents the number of hours that

an employee worked for 40 hours. In other words, the number of employees working hours per 40 hours is assumed for 1 Week.

Adianto et al. (2014) reveals the implications of FTE value divided into 3 types Overload, normal, and underload. Based on the guidelines for analysis of was issued by the State personnel agency in 2010, the total value of the FTE index Above the value of 1.28 is considered overloaded, located between the values of 1 to 1.28 Considered normal whereas the FTE index value is between the 0 and 0.99 values.is considered underloaded or the workload is still lacking.

To calculate the FTE value of a working process is as follows (Karo &Adianto, 2014) using equation (2 – 1):

$$Total\ Hours = \frac{Frequency\ x\ process\ time\ x\ working\ days\ current\ years}{60} \quad (2-1)$$

Then the result of calculation of total hours as a reference to FTE calculation

$$FTE = \frac{Total\ Hours}{Effective\ Hours/years} \quad (2-2)$$

After calculating the workload in each job title, the result is determined Workload using the norm (normal/overload/Under load). Here is the norm Based on workload calculations can be see on Table 2.1

**Table 2.1 Workload Category**

Workload calculation	Category
0 – 0,99	<i>Under load</i>
1 – 1,28	Normal
>1,28	<i>Overload</i>

#### **2.4 Implementation Full Time Equivalent Method**

To be able to analyze operator workload, here is the step sequence workload measurement with Full time Equivalent methods of physiology and measurement work 2016/2017:

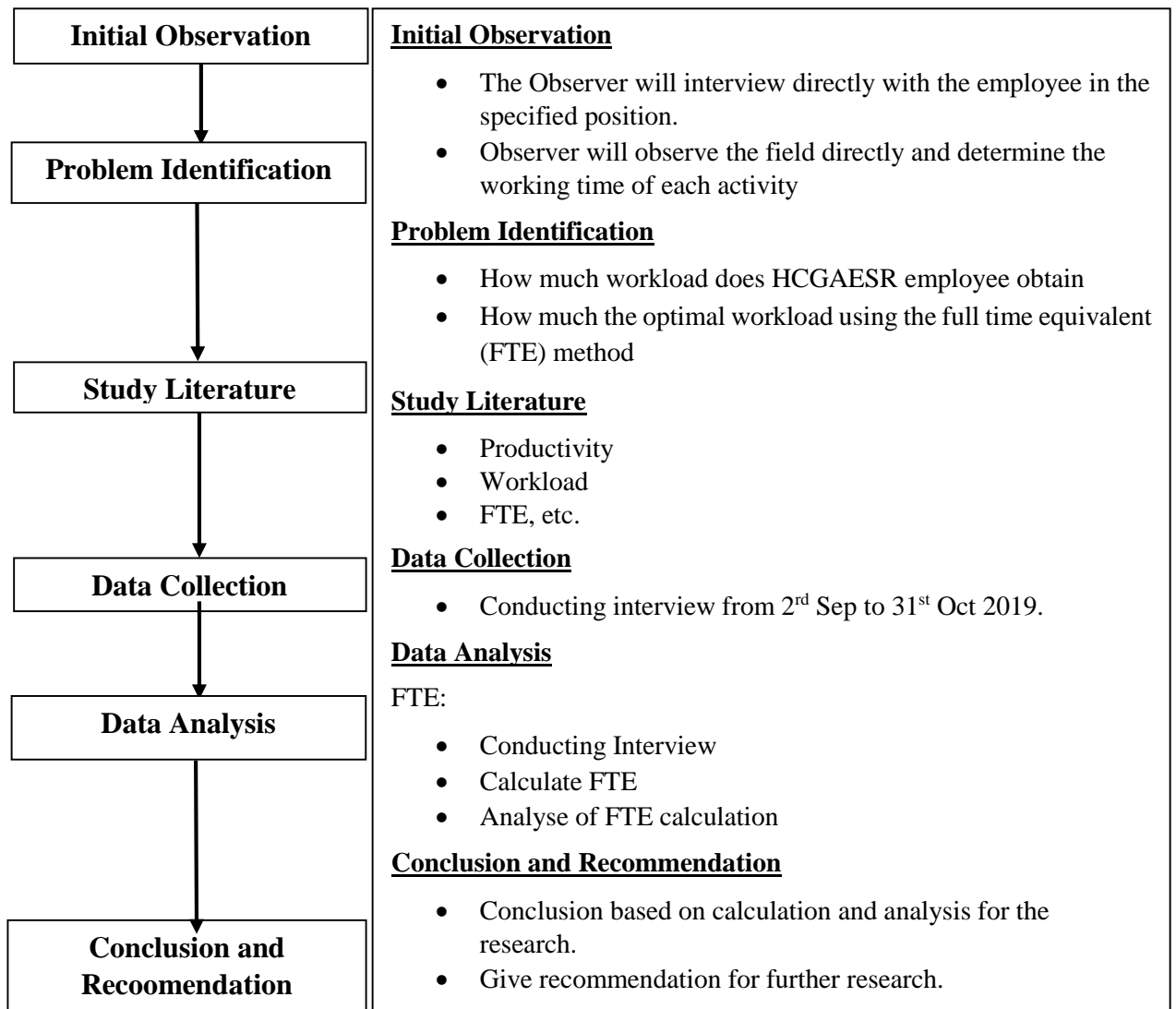
- A. Determine the number of employee working time in 1 year
- B. Determine the number of employee working hours within one day supposing one day 8 hours of work
- C. Specify the number of employee weekdays in one week
- D. Determine the number of days of employee leave and national holiday in one year
- E. Define employee Status (Daily, Subcontract, or Training)
- F. To determine the work element
- G. Finding the raw time and cycle time and also Normal time

# CHAPTER III

## RESEARCH METHODOLOGY

### 3.1 Theoretical Framework

This chapter contains the procedure and the phase of the entire process in completing the research. The flow process in this chapter will become a guidance to do the research so the objectives of this research are reached shown on Figure 3.1



**Figure 3.1 Theoretical Framework**

### **3.1.1 Initial Observation**

This initial observation was conducted in PT. UTPE as heavy vehicle manufacturing company by conducting interview in HCGAESR division with department head, senior staff, and staff. In the HCGAESR division starts from verifying the job description of each position whether it is correct or that there is no or is not the job anymore and determine the working time each activity.

### **3.1.2 Problem Identification**

After the initial observation in HCGAESR division, it was decided to calculate the FTE of HCGAESR division. However, to simplify the research and to find ideal result, scope and assumption are defined. Problem statement will explain the main problem that is focused in the study case. The research objective is the answer of the problem statement that are already stated which are calculate workload and optimal workload using Full Time Equivalent method.

### **3.1.3 Literature Study**

The literature study of the research taken from journals and books. The literature study used as the resource to review the materials relevant with the study and as the supporting theories for the research. Theories can be used as a guidance during observation. Literature study give the essence of theoretical concept and knowledge for conducting this research.

The literature study in this research is used based on the topic case where the problem are identified, which are:

- Productivity
- Workload
- FTE Method
- Implementation FTE

### 3.1.4 Data Collection

In data collection, every data from PT. UTPE that related and needed to support this research has been observed and collected. There are 2 aspects that are being collect by HCGAESR department which are Job Description each position, and working time each activity

### 3.1.5 Data Analysis

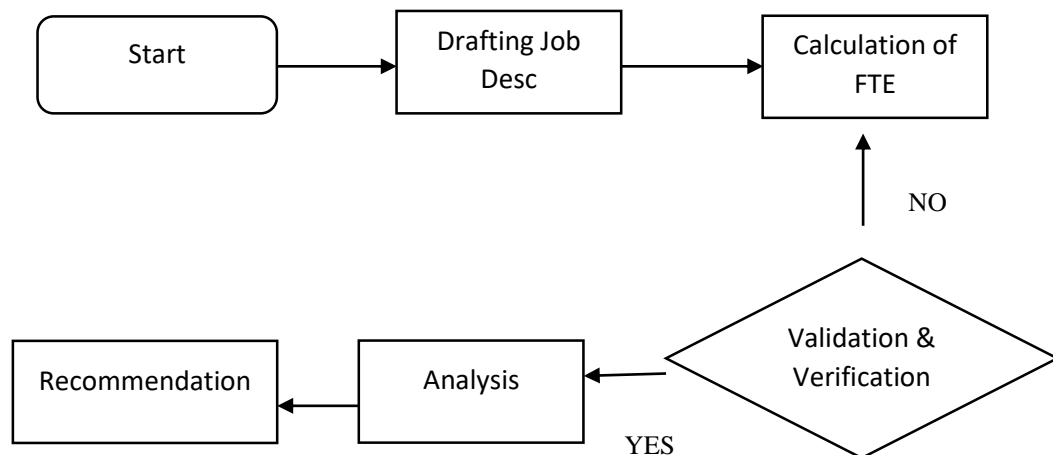
After collecting the data, there will be an analysis to give the explanation what are the result of the calculating and what is the next step when the result is appropriate with the expectations. For doing the improvement also based on the result of analysis. FTE Method will be used when doing analysis until improvement of actual condition.

### 3.1.6 Conclusion and Recommendation

The final step of the research is to draw the conclusion from the data calculation and analysis result obtained to achieve the research's objectives. The recommendation from this research will be provided after the conclusion is presenting. The recommendation can be used by those who would like to conduct a research with similar topic in purpose to the betterment of the research in the future.

## 3.2 Research Framework

Can be shown on Figure 3.2



**Figure 3.2 Research Framework Flowchart**



## CHAPTER IV COMPANY PROFILE

### 4.1 Company Profile

The logo can be seen as **Figure 4.1**



**Figure 4.1 Logo PT. UTPE**

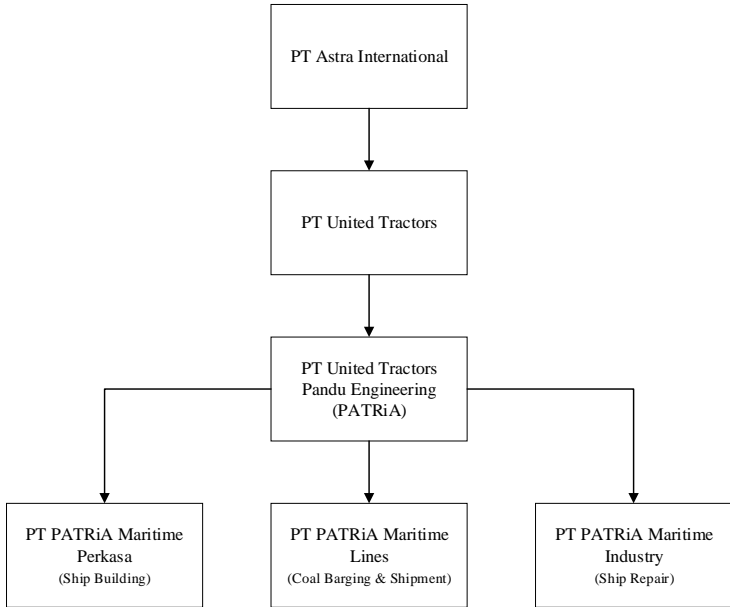
United Tractors Pandu Engineering build for creates the best solutions for people or company who need service or help in scope of business in mining or non-mining transportation and unit for providing one to one hand approaching with best parts also components to fill the needs of customer satisfaction, from conceptual until realization of the product itself that company will give their best of spirit and work to make sure all of their order and job from customer will not be failed. There are many product creates by PATRIA itself, such as in mining area that are, Light Vessel, SST unit of trailer and other, in scope of non-mining example of product are, Dump Trucks, concrete mixer and composting turner that are example of product was built by company itself to helping this Indonesia country better in mining or non-transportation in order to build good solutions of customer needs, the best heavy equipment production engineering of transportation in our country also the most customs engineering and manufacturing in country of Indonesia.

PT United Tractors Pandu Engineering through its brand, PATRIA was established in February 8, 1983. It was initially built to meet the increasing demand of industries development in Indonesia. As one of Indonesia's leading company in heavy equipment manufacturing & engineering, PATRIA provides solutions based on customer's specific needs. Our business competence lies on our ability to fulfil customer's

requirement through a breakthrough design and innovation, in order to optimize their productivity. Equipped with the latest technology on manufacturing system and qualified engineering of ours, PATRIA will ensure the production runs faster, more efficient and reliable to deliver the product as it's scheduled. As a completed cycle of the best solutions, PATRIA also gives more value by facilitating customers with excellent after sales services.

**4.1.1 Company Brief History**

PT United Tractors Pandu Engineering, one of Indonesia's leading heavy equipment manufacturing & engineering companies. PT United Tractors Pandu Engineering was established since 1983 with major share 99,9% by PT United Tractors Tbk which belong to PT Astra International Tbk. Our unique characteristic of customizing product based on client requirements has made us the partner of choice. We have a commitment to provide the best solution. From conceptual design into real product applied on site. Complete with excellent after sales service support to maximize the productivity. For us, exceed our customer's expectations and success are sure to follow, the history structure can be seen in **Figure 4.2**.



**Figure 4.2 History of Organization**

### 4.1.2 Company Vision and Mission

The vision and mission of PT UTPE are shown below.

➤ Vision

To be the best company that provides engineering & logistic solutions in heavy equipment, maritime, and energy industry, also to make sure all of the customer got what they want, from begin order job, parts and component until service unit.

➤ Mission

Provide sustainable value added for the stakeholders. It means this company wants to create a new better situation in order to improve their quality and quantity of their product itself, because not every business know how to makes their customer happy and satisfaction of the company services.

### 4.1.3. Organizational Structure and Job Description

**Figure 4.3** present the organizational of PT UTPE.

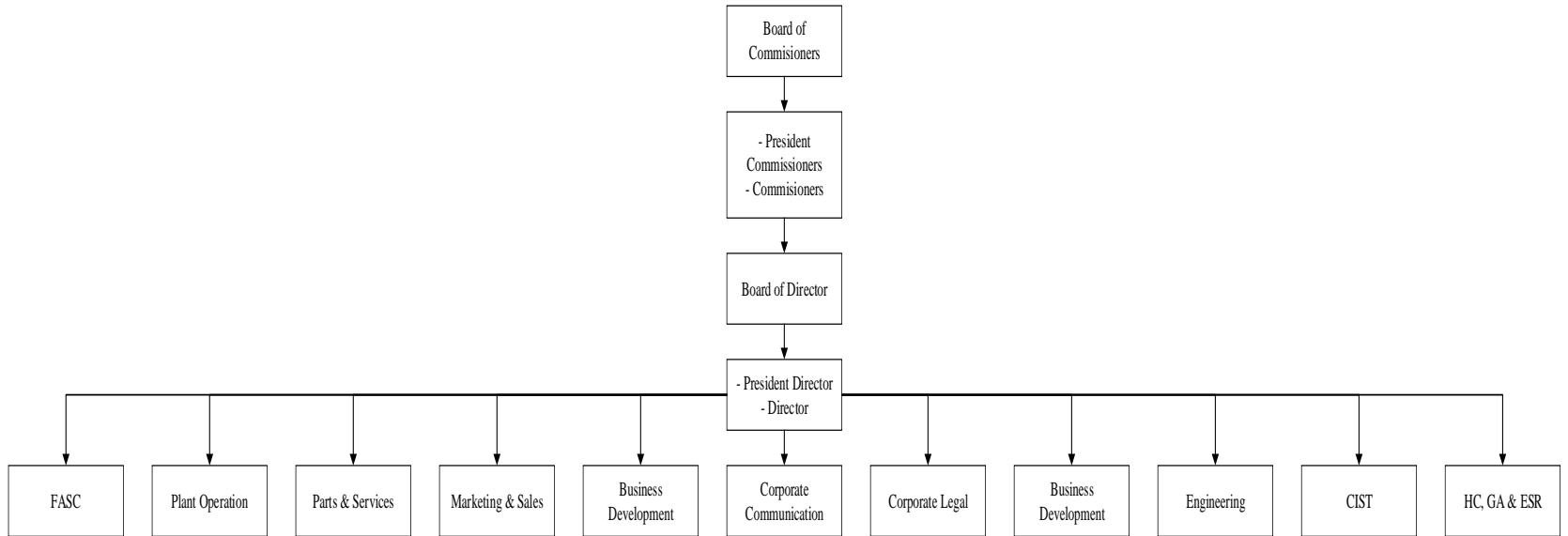
See job description of each department will be explains as follows:

- **President Director**

Responsible for establishing a company's goals and strategies and presiding over the entire workforce. Oversees budgets and ensures resources are properly allocated. Ensures departments meet individual goals. Responsible for overall accountability to shareholders and the public.

- **FASC**

Responsible for running the accounting and financial activities of an organization. They analyze the economic stability of the company and provide financial information to other departments, enabling these departments to make budgeting and investment decisions.



**Figure 4.3 Organizational Structure of PT.UTPE**

- **Plant Operation**

Responsible for the operations portion of plants. Monitors and operates process control equipment, including valving, packaging, and engineering. Interprets plant procedures.
- **Parts & Services**

Responsible sell spare and replacement parts and equipment in repair shop or parts store. Fill customer orders from stock and place orders when requested items are out of stock. Read catalogs, microfiche viewers, or computer displays to determine replacement part stock numbers and price
- **Marketing & Sales**

Contributes information, ideas, and research to help develop marketing strategies. Helps to detail, design, and implement marketing plans for each product or service being offered. Maintains excellent relationships with clients through superior customer service.
- **Business Development**

To identify sales leads, pitch goods or services to new clients and maintain a good working relationship with new contacts. Following up new business opportunities.
- **Corporate Communication**

Corporate communications professionals have to deal with external public relations at the corporate level by increasing brand exposure through industry editors, media personnel, and journalists. Create, find, and develop innovative programs to maximize corporate profits and develop value added concepts for brands.
- **Corporate Legal**

Experts in commercial law. They are tasked with ensuring a company's transactions comply with corporate laws and regulations. Work at a law firm or as part of a company's legal team. Duties include preparing documents, assessing partnerships, and negotiating deals
- **Engineering**

Work in a variety of fields to analyze, develop and evaluate large-scale, complex systems. It means improve and maintaining current systems or

creating brand new projects. Engineers will design and draft blueprints, visit systems in the field and manage projects

- **Corporate Information System & Technology**

Monitoring and maintaining computer systems and networks. Responding in a timely manner to service issues and requests. Providing technical support across the company


- **Human Capital, General Affair & Environment, Social Responsibility**






Involved with a company's human resources (HR) department. The public relations aspect of their job comes in when they need to promote these strategies and their long-term goals to others involved with the company, such as board members.

#### 4.2 Product

There are several product that prove this company has an excellent image around other company who has related result of production in manufacture, some scope of area will give benefits and newest perspective for future company itself is not only one product creates in this company, but customs and very much improvement for one to another product itself and this would be better to improve their quality and quantity of business in PATRIA company. Product of PT.UTPE presented in Table 4.1

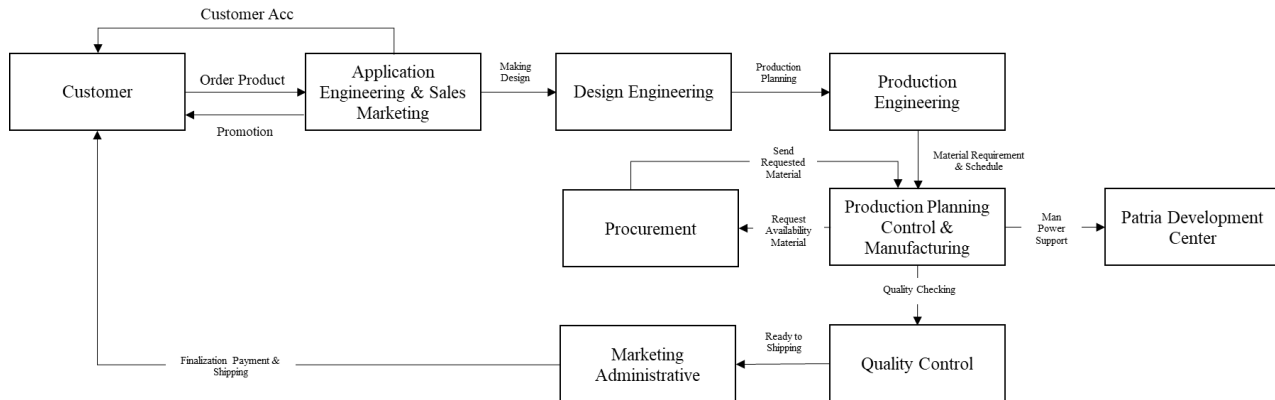
**Table 4.1 Products**

<b>Product</b>	<b>Picture</b>
PATRIA Towing Diesel	

<p>PATRIA Stemming Trucks</p>	
<p>PATRIA Compost Turner</p>	
<p>PATRIA Concrete Mixer</p>	
<p>PATRIA Forklift</p>	
<p>PATRIA Hydraulic Pumping Unit</p>	

### 4.3 Product Process

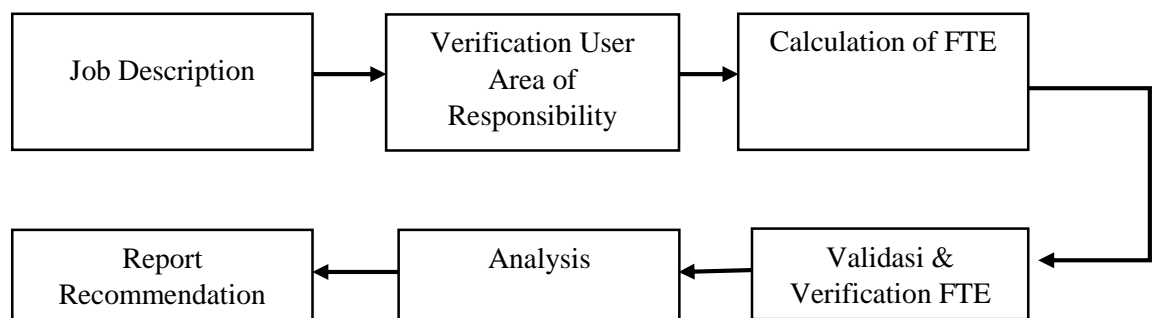
In the process of making a product must be needed many departments to run a production process presented as Figure 4.4



**Figure 4.4 Production Flow Process**

### 4.4 Project

This project name is workload analysis HCGAESR employee with full time equivalent method that aims to measure the workload of every employee in the division. There is also a timeline of this project which can be viewed on Figure 4.5



**Figure 4.5 Project Timeline**



## CHAPTER V

### DATA COLLECTION AND ANALYSIS

#### 5.1 Current Condition

Data retrieval is conducted by interview and observation in the Department of HCGAESR PT. United Tractor Pandu Engineering in each office. The data collected consists of the work activity data of each worker that refers to the job description, the duration of the work, the frequency of work, and the type of activity whether the activity is daily, weekly, monthly or yearly. The number of employees of HCGAESR Department and effective working time of PT. United Tractor Pandu Engineering can be seen in Table 5.1 and Table 5.2

*Table 5.1 Number of employees HCGAESR*

NO	POSITION NAME	AMOUNT
1	Talent Management	1
2	Performance & Organization Management	1
3	HC System Development & Infrastructure	1
4	Training & Development	1
5	Human Capital Compliance	1
6	Recruitment & Assessment	1
7	Welfare & Personal Admin	1
8	HC Payroll & Personal Admin	1
9	Culture Development	1
10	Industrial Relations	1
11	General Affair Senior Staff	1
12	General Affair Staff Officer	1
13	General Affair Staff	1
14	EHS 1	1
15	EHS 2	1
16	EHS 3	1
17	EHS Administrator	1
18	Curriculum Development Senior Staff	1
19	Curriculum Development Staff	1
20	Technical Development Instructor	1
21	Technical Development Administrator	2

**Table 5.2 Working Time**

Parameter	Indicator	Total Day Each Year	Total Hours Each Year
Off Day	Weekend (2 days/week x 52 weeks)	104	936
	Libur nasional	10	90
	Cuti Pribadi	12	108
Subtotal		126	1134
Standby	Development	5	45
Sub Total		5	45
Space Time	Istirahat	26.6	239
	Allowance (1.35hr/ day)	35.9	323
Sub Total		62	562
Total Day in one year		365	3285
Total Effective Working Time		171.6	1544.35

**5.2 Work load and FTE Calculation**

The Data taken in this observation is by using the interview method and observation directly to the operator concerned based on the job desk of each office. Observation and interviewing are guided by the Job Description Book of the HRD Department of PT. UTPE so that the recorded data is valid and close to real conditions. Each department will be recorded regarding the activities conducted in the daily, monthly or yearly period, and recorded the frequency and duration of each activity. Time unit conversion is done by scaling the daily period with a number of 171.6 working days/year, monthly with a number of 12 months/year, weekly with 52 weeks/year. Examples of workload observations can be seen on employee workload calculation for senior staff talent Management position in Table 5.3

**Table 5.3 General Affairs Officer**

No	Aktivitas Besar	Detail Activity	Periode	Kuantitas	Durasi	Total Hours/year	FTE
1	Kebutuhan karyawan (seragam,kebersihan)	Menyediakan dan menentukan vendor fasilitas jasa kebersihan	Bulanan	2	60	24.000	0.016
		Melakukan koodinasi dan monitor dgn pihak kebersihan yg telah dipilih	Bulanan	2	60	24.000	0.016

	Melakukan pembayaran vendor jasa kebersihan	Bulanan	3	60	36.000	0.023
	Menyediakan fasilitas transportasi dinas karyawan	Harian	20	15	858.000	0.556
	Membuat laporan biaya terkait kebutuhan baju seragam dan sepatu karyawan	Harian	1	60	171.600	0.111
	Melakukan pengadaan dan pembelian baju dan sepatu karyawan	Tahunan	1	30	0.500	0.000
	Memberikan kebutuhan seragam kepada karyawan	Tahunan	1	30	0.500	0.000
	Akses Door	Tahunan	1	3840	64.000	0.041
	Patrol	Bulanan	10	10	20.000	0.013
	Pengadaan Helm	Mingguan	1	240	208.000	0.135
	Rekap data overtime outsourcing (GDR, Cleaning, Driver, dll)	Bulanan	10	60	120.000	0.078

Total Hours/ Year:

$$\text{Days} = \frac{\text{Quantity} \times \text{Duration} \times \text{effective working day in year}}{60 \text{ minutes}}$$

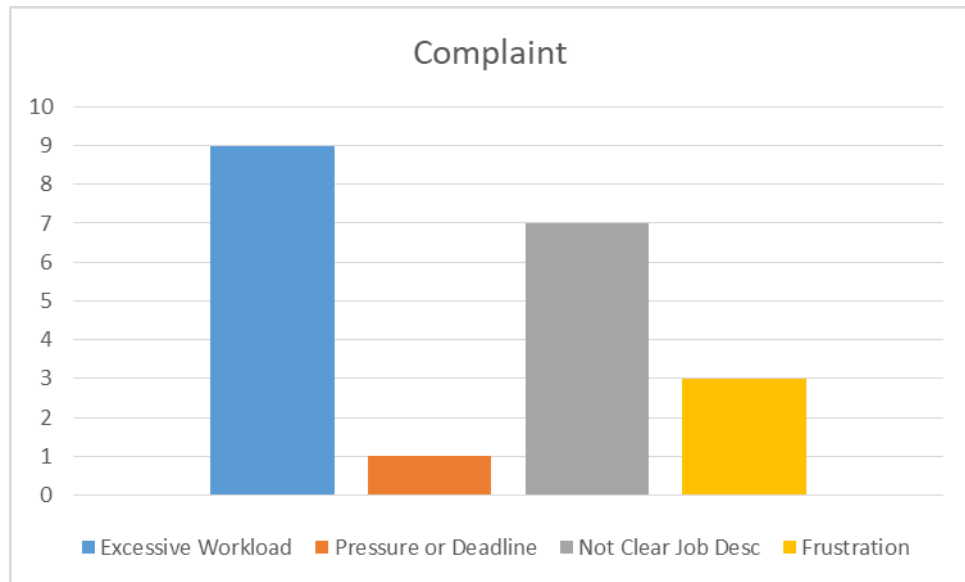
$$\text{Weekly} = \frac{\text{Quantity} \times \text{Duration} \times \text{number of week in year}}{60 \text{ minutes}}$$

$$\text{Monthly} = \frac{\text{Quantity} \times \text{Duration} \times \text{number of month in year}}{60 \text{ minutes}}$$

- Total Hours/Year Days =  $1 \times 60 \times \frac{171,6}{60} = 171,600$
- Total Hours/Year Weekly =  $2 \times 60 \times \frac{12}{60} = 24,00$
- Total Hours/Year Monthly =  $1 \times 3840 \times \frac{1}{60} = 64,000$

### 5.3 Complaint

Employee complaints are needed because to know what the cause of the workload of each employee. There are some employees who delivered the complaint, which can be seen in Figure 5.1



**Figure 5.1 Employee Complaint 1**

Based on the graph above can be seen most complaints are excessive workload, secondly there is no clear job description, third pressure or deadline, and the last is frustrating.

### 5.4 Results and Discussion

After the calculation of the workload and data processing using the FTE method, then obtained the number of employee proposals and summary in each post as in the Table 5.4 and Table 5.5

**Table 5.4 Comparison number of employee**

NO	Position Name	FTE %	Number of Employee	Number of Employee (Propose)
1	Talent Management	100	1	1
2	Performance & Organization Management	106	1	1
3	HC System Development & Infrastructure	96	1	1
4	Training & Development Staff	215	1	2
5	Human Capital Compliance	99	1	1
6	Recruitment & Assessment	141	1	2
7	Welfare & Personal Admin	96	1	1

8	HC Payroll & Personal Admin	105	1	1
9	Culture Development	100	1	1
10	Industrial Relations	184	1	2
11	General Affair Senior Staff	137	1	2
12	General Affair Staff Officer	107	1	1
13	General Affair Staff	106	1	1
14	EHS 1	124	1	2
15	EHS 2	118	1	1
16	EHS 3	125	1	2
17	EHS Administrator	106	1	1
18	Curriculum Development Senior Staff	262	1	2
19	Curriculum Development Staff	308	1	3
20	Technical Development Instructor	104	1	1
21	Technical Development Administrator 1	99	1	1
22	Technical Development Administrator 2	89	1	1
Total			22	31

**Table 5.4 Summary of Workload**

	Category	Total
<0.8	Underload	0
0.8 – 1.2	Normal	14
>1.2	Overload	8

#### **5.4.1 Talent Management Senior Staff**

Calculation for the Talent Management Senior Staff, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 100% overall. Total FTE 100 % is the accumulation of 56.6 % total FTE is Main, 41.1% total FTE jobs are Project and 2.2% total FTE is additional. In other words, the Talent Management Senior Staff already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 100%.

#### **5.4.2 Performance & Organization Management Staff**

Calculation for the Performance & Organization Management Staff, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 106% overall. Total FTE 106% is the accumulation of 67 % total FTE is Main, 35.1% total FTE jobs are Project and 3.6% total FTE is additional. In other words, the Talent Management Senior Staff already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 102%.

### **5.4.3 HC System Development & Infrastructure**

Calculation for the HC position of the System Development & Infrastructure Analyst, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 96% overall. Total FTE 96% is the accumulation of 72.2% total FTE work that is Main, 23.3% total FTE jobs are Project. In other words, the HC position of the System Development & Infrastructure Analyst already uses its load efficiently because the total accumulation of FTE Main and Project is 96%.

### **5.4.4 Training & Development Staff**

Calculation for the Training & Development Staff, the FTE indicator indicates that the position is rated Overload. With a total of FTE there is 216% overall. Total FTE 216% is the accumulation of 58.9% total FTE work that is Main, 40.7% total FTE jobs are Project and 16.1% is Additional. In other words, in the position of Training & Development Senior Staff workload is rated overload because of the total accumulated FTE Main, Project and additional is 216% and load works will be assessed overload when not get additional employees.

### **5.4.5 Human Capital Compliance**

Calculation for the Human Capital Compliance, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 99% overall. Total FTE 99% is the accumulation of 50.2% total FTE work that is Main, 48.9% total FTE jobs are Project. In other words, the Human Capital Compliance already uses its load efficiently because the total accumulation of FTE Main and Project is 99%.

### **5.4.6 Recruitment & Assessment**

Calculation for the Recruitment & Assessment, the FTE indicator indicates that the position is rated Overload. With a total of FTE there is 141% overall. Total FTE 141% is the accumulation of 106% total FTE work that is Main, 7% total FTE jobs are Project and 28% is Additional. In other words, in the position of Recruitment & Assessment workload is rated overload because of the total accumulated FTE Main, Project and additional is 141% and load works will be assessed overload when not get additional employees.

#### **5.4.7 Welfare & Personal Admin**

Calculation for the Welfare & Personal Admin, the FTE indicator indicates that the position is rated Normal. In other words, the Welfare & Personal Admin already uses its load efficiently because the total accumulation of FTE Main and Project is 96%.

#### **5.4.8 HC Payroll & Personal Admin**

Calculation for the HC Payroll & Personal Admin, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 105% overall. Total FTE 105% is the accumulation of 95% total FTE work that is Main, 9% total FTE jobs are Project and 1% is Additional. In other words, the HC Payroll & Personal Admin already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 105%.

#### **5.4.9 Culture Development**

Calculation for the Culture Development, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 100% overall. Total FTE 100% is the accumulation of 73.4% total FTE work that is Main, 20.2% total FTE jobs are Project, 2.6% total FTE is Support, and 4.3% total FTE is Additional. In other words, the Culture Development already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 105%.

#### **5.4.10 Industrial Relations**

Calculation for the Industrial Relations, the FTE indicator indicates that the position is rated Overload. With a total of FTE there is 184% overall. Total FTE 184% is the accumulation of 89.2% total FTE work that is Main, 20.2% total FTE jobs are Project, 70.2% total FTE is Support and 4.3% is Additional. In other words, in the position of Industrial Relations workload is rated overload because of the total accumulated FTE Main, Project and additional is 184% and load works will be assessed overload when not get additional employees.

#### **5.4.11 General Affair Senior Staff**

Calculation for the General Affair Senior Staff, the FTE indicator indicates that the position is rated Overload. With a total of FTE there is 137% overall. Total FTE 137% is the accumulation of 81% total FTE work that is Main, 49.1% total FTE

jobs are Project, 7% is Additional. In other words, in the position of General Affair Senior Staff workload is rated overload because of the total accumulated FTE Main, and Project is 130.1% and load works will be assessed overload when not get additional employees.

#### **5.4.12 General Affair Staff Officer**

Calculation for the General Affair Staff Officer, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 107% overall. Total FTE 107% is the accumulation of 84.3% total FTE work that is Main, 3.4% total FTE jobs are Project, 11.1% total FTE is Support, and 8% total FTE is Additional. In other words, the General Affair Staff Officer already uses its load efficiently because the total accumulation of FTE Main, and Project is 87.7%.

#### **5.4.13 General Affair Staff**

Calculation for the General Affair Staff, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 106% overall. In other words, the General Affair Staff already uses its load efficiently because the total accumulation of FTE Main, and Project is 105%.

#### **5.4.14 EHS 1**

Calculation for the EHS 1, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 118% overall. Total FTE 118% is the accumulation of 103.4% total FTE work that is Main, 5.8% total FTE is Support, and 8.8% total FTE is Additional. In other words, the EHS 1 already uses its load efficiently because the total accumulation of FTE Main is 103.4%.

#### **5.4.15 EHS 2**

Calculation for the EHS 2, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 125% overall. Total FTE 125% is the accumulation of 96.3% total FTE work that is Main, 9.3% total FTE jobs are Project, and 19.4% total FTE is Support. In other words, the EHS 2 already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 105.6%.



#### **5.4.16 EHS 3**

Calculation for the EHS 3, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 124% overall. Total FTE 124% is the accumulation of 100.5% total FTE work that is Main, 10.6% total FTE jobs are Project, and 13.1% total FTE is Support. In other words, the EHS 3 already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 111.1%.

#### **5.4.17 EHS Administrator**

Calculation for the EHS Administrator, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 106% overall. Total FTE 106% is the accumulation of 69% total FTE work that is Main, and 36.7% total FTE is Support. In other words, the EHS Administrator already uses its load efficiently, but under load because the total accumulation of FTE Main, Project and Additional is 69%.

#### **5.4.18 Curriculum Development Senior Staff**

Calculation for the Curriculum Development Senior Staff, the FTE indicator indicates that the position is rated Overload. With a total of FTE there is 278% overall. Total FTE 278% is the accumulation of 117.8% total FTE work that is Main, 9.8% total FTE jobs are Project, and support is 150.2%. In other words, in the position of Curriculum Development Senior Staff workload is rated overload because of the total accumulated FTE Main, and Project is 127.7% and load works will be assessed overload when not get additional employees.

#### **5.4.19 Curriculum Development Staff**

Calculation for the Curriculum Development Staff, the FTE indicator indicates that the position is rated Overload. With a total of FTE there is 322% overall. Total FTE 322% is the accumulation of 133.4% total FTE work that is Main, 9.8% total FTE jobs are Project, support is 175.4%, and total FTE Additional is 3.6%. In other words, in the position of Curriculum Development Staff workload is rated overload because of the total accumulated FTE Main, and Project is 143.2% and load works will be assessed overload when not get additional employees.

#### **5.4.20 Technical Development Instructor**

Calculation for the Technical Development Instructor, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 119% overall. Total FTE 119% is the accumulation of 107.2% total FTE work that is Main, and 12.1% total FTE jobs are Project. In other words, the Technical Development Instructor already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 119%.

#### **5.3.21 Technical Development Administrator 1**

Calculation for the Technical Development Administrator 1, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 114% overall. Total FTE 114% is the accumulation of 100.6% total FTE work that is Main, 10.6% total FTE jobs are Project, and 13.7% total FTE is Support. In other words, the Technical Development Administrator 1 already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 114%.

#### **5.3.22 Technical Development Administrator 2**

Calculation for the Technical Development Administrator 2, the FTE indicator indicates that the position is rated Normal. With a total of FTE there is 105% overall. Total FTE 105% is the accumulation of 91.3% total FTE work that is Main, and 13.7% total FTE jobs are Project. In other words, the Technical Development Administrator 2 already uses its load efficiently because the total accumulation of FTE Main, Project and Additional is 105%.

# **CHAPTER VI**

## **CONCLUSION AND RECOMMENDATION**

### **6.1 Conclusion**

Based on the data processing of the FTE method workload in each department of HCGAESR, the conclusions that can be withdrawn are as follows:

1. After conducting research and data processing using the FTE method, it can be known the workload of each position in the Department of HCGAESR PT. UTPE, There are workload of Talent Management Senior Staff is 100%, Performance & Organization Management Staff is 106%, HC System Development & Infrastructure is 96%, Training & Development Staff is 216%, Human Capital Compliance is 99%, Industrial Relations Staff is 184%, Culture Senior Staff is 100%, Recruitment & Assessment Staff is 141%, Welfare & Personal Admin is 96%, Human Capital Payroll & Personal Admin Officer is 105%, General Affairs Senior Staff is 137%, General Affairs Staff is 106%, General Affairs Officer is 107%, EHS Staff 1 is 124%, EHS Staff 2 is 118%, EHS Staff 3 125%, EHS Admin is 106%, Curriculum Dev Senior Staff is 262%, Curriculum Dev Staff is 308%, Technical Dev Instructor is 104%, Technical Dev Admin 1 is 99%, and Technical Dev Admin 2 89%.

### **6.2 Recommendation**

After the data processing of the FTE method workload at each department of HCGAESR, the advice that can be given is as follows:

1. Research with observation and interviews in detail based on existing job description so that the resulting data is more valid.
2. The company also pays attention to and examine the mental workload and integrated physical workload so that worker workloads can be seen in their entirety.

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## APPENDIX A: JOB DESC

No	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Kenyamanan Karyawan (Merawat Infrastruktur)	Mendapatkan request pembangunan dari user (Management atau karyawan)	Tahunan	12	120	24,0	0,016
		Menganalisa skala prioritas pengajuan pembangunan	Tahunan	12	60	12,0	0,008
		Mengumpulkan dan menganalisa data spesifikasi dan aturan terkait	Tahunan	12	120	24,0	0,016
		Membuat data acuan untuk tender (TOR, gambar, estimasi biaya)	Tahunan	12	480	96,0	0,062
		Koordinasi dengan user	Tahunan	12	60	12,0	0,008
		Menganalisa akan dilakukan inhouse/ outhouse	Tahunan	12	60	12,0	0,008
		Mencari kontraktor/konsultan yang sesuai	Tahunan	12	60	12,0	0,008
		Melakukan Tender dengan kontraktor/ konsultan	Tahunan	12	120	24,0	0,016
		Melakukan evaluasi atas gambar, volume,BQ/BoQ, metode kerja	Tahunan	12	240	48,0	0,031
		Membuat permohonan pembangunan infrastruktur dan merekomendasikan kontraktor/konsultan kepada BOD	Tahunan	12	240	48,0	0,031
		Mengkomunikasikan kontrak kerja sama antara perusahaan dengan kontraktor/konsultan	Tahunan	12	30	6,0	0,004
		Memonitori eksekusi pembangunan infrastuktur oleh kontraktor meliputi review gambar, BQ, dan metode kerja serta timeframe (kurva S)	Tahunan	12	240	48,0	0,031
		Melakukan koordinasi terkait permasalahan yang muncul selama pengerjaan <i>new</i> infrastruktur	Tahunan	12	240	48,0	0,031

		Melakukan Checklist atas pekerjaan yang sudah dikerjakan oleh kontraktor/konsultan sesuai dengan gambar, BQ, dan metode kerja yang sudah disepakati	Tahunan	12	240	48,0	0,031
		Meyusun berita acara terkait proses pengerjaan infrastruktur	Tahunan	12	30	6,0	0,004
		Menyiapkan serah terima infrastruktur	Tahunan	12	30	6,0	0,004
2	Building Management	Memastikan infrastruktur dan fasilitas yang ada ready to use	Bulanan	4	120	96,0	0,062
		Berkoodinasi dengan pihak yang terkait	Bulanan	1	60	12,0	0,008
3	Procurement dan Administrasi	Melakukan administrasi project/maintenance building	Tahunan	25	180	75,0	0,049
4	Security	Melakukan perencanaan pengamanan	Bulanan	1	180	36,0	0,023
		Mengevaluasi rencana pengamanan	Bulanan	4	90	72,0	0,047
		Koordinasi dengan aparat setempat	Bulanan	1	120	24,0	0,016
		Mempersiapkan Audit ASMS	Bulanan	1	90	18,0	0,012
5	System Management	Review	mingguan	1	180	156,0	0,101
		PIC AMS Department	Tahunan	4	120	8,0	0,005
		Budgeting	Tahunan	4	120	8,0	0,005
6	TOD Service Support	Melayani permintaan karyawan/user dalam hal ke GA-an	Harian	1	60	171,6	0,111
7	TOD Audit Management	BMS	Bulanan	4	60	48,0	0,031
		ASMS	Bulanan	4	60	48,0	0,031
8	WIG - Infrastuct	Mendapatkan request pembangunan dari user (Management atau karyawan)	Tahunan	12	240	48,0	0,031
		Menganalisa skala prioritas pengajuan pembangunan	Tahunan	12	60	12,0	0,008

	ure Readiness	Mengumpulkan dan menganalisa data spesifikasi dan aturan terkait	Tahunan	12	120	24,0	0,016
		Membuat data acuan untuk tender (TOR, gambar, estimasi biaya)	Tahunan	12	960	192,0	0,124
		Koordinasi dengan user	Tahunan	12	120	24,0	0,016
		Mencari kontraktor/konsultan yang sesuai	Tahunan	3	60	3,0	0,002
		Melakukan Tender dengan kontraktor/ konsultan	Tahunan	24	120	48,0	0,031
		Melakukan evaluasi atas gambar, volume,BQ/BoQ, metode kerja	Tahunan	12	480	96,0	0,062
		Membuat permohonan pembangunan infrastruktur dan merekomendasikan kontraktor/konsultan kepada BOD	Tahunan	12	240	48,0	0,031
		Mengkomunikasikan kontrak kerja sama antara perusahaan dengan kontraktor/konsultan	Tahunan	12	30	6,0	0,004
		Memonitori eksekusi pembangunan infrasruktur oleh kontraktor meliputi review gambar, BQ, dan metode kerja serta timeframe (kurva S)	Tahunan	12	240	48,0	0,031
		Melakukan koordinasi terkait permasalahan yang muncul selama pengerjaan <i>new</i> infrastruktur	Tahunan	12	240	48,0	0,031
		Melakukan Checklist atas pekerjaan yang sudah dikerjakan oleh kontraktor/konsultan sesuai dengan gambar, BQ, dan metode kerja yang sudah disepakati	Tahunan	12	480	96,0	0,062
		Meyusun berita acara terkait proses pengerjaan infrastruktur	Tahunan	12	30	6,0	0,004
		Menyiapkan serah terima infrastruktur	Tahunan	12	30	6,0	0,004
		9	IG - CRP 10% GAESR Operational Expense	Mendapatkan request pembangunan dari user (Management atau karyawan)	Tahunan	1	240
Menganalisa skala prioritas pengajuan pembangunan	Tahunan			1	60	1,0	0,001
Mengumpulkan dan menganalisa data spesifikasi dan aturan terkait	Tahunan			1	120	2,0	0,001
Membuat data acuan untuk tender (TOR, gambar, estimasi biaya)	Tahunan			1	480	8,0	0,005

		Koordinasi dengan user	Tahunan	1	120	2,0	0,001
		Mencari kontraktor/konsultan yang sesuai	Tahunan	3	60	3,0	0,002
		Melakukan Tender dengan kontraktor/ konsultan	Tahunan	2	120	4,0	0,003
		Melakukan evaluasi atas gambar, volume,BQ/BoQ, metode kerja	Tahunan	1	480	8,0	0,005
		Membuat permohonan pembangunan infrastruktur dan merekomendasikan kontraktor/konsultan kepada BOD	Tahunan	1	240	4,0	0,003
		Mengkomunikasikan kontrak kerja sama antara perusahaan dengan kontraktor/konsultan	Tahunan	1	30	0,5	0,000
		Memonitori eksekusi pembangunan infrasruktur oleh kontraktor meliputi review gambar, BQ, dan metode kerja serta timeframe (kurva S)	Tahunan	1	240	4,0	0,003
		Melakukan koordinasi terkait permasalahan yang muncul selama pengerjaan <i>new</i> infrastruktur	Tahunan	1	240	4,0	0,003
		Melakukan Checklist atas pekerjaan yang sudah dikerjakan oleh kontraktor/konsultan sesuai dengan gambar, BQ, dan metode kerja yang sudah disepakati	Tahunan	1	480	8,0	0,005
		Meyusun berita acara terkait proses pengerjaan infrastruktur	Tahunan	1	30	0,5	0,000
		Menyiapkan serah terima infrastruktur	Tahunan	1	30	0,5	0,000
10	Innovasi	Fasilitator inovasi department	mingguan	1	60	52,0	0,034
11	PDCA Department	Mengkoordinasikan planning AMS	Tahunan	1	480	8,000	0,005
		Melakukan evaluasi AMS	Bulanan	1	240	48,0	0,031
12	Sistem Manajemen K3LH	Membantu penyelesaian masalah teknis pelaksanaan K3LH dan mengawasi pelaksanaan kegiatan sesuai dengan standar K3LH	Tahunan	0	0	0,0	0,000
		Melaksanakan program K3LH terkait kegiatan patrol dan pelaporan potensi bahaya di area kerja	Tahunan	3	90	4,5	0,003

**Table A.1 GA Senior Staff Job Desc**



No.	Aktivitas Besar	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Sistem Manajemen K3LH (AGC,AFC, ISO 14001, ISO 45001)	Plan- Merencanakan aktifitas kegiatan sesuai dengan kriteria sistem manajemen K3LH yang ada	Bulanan	4	60	48,0	0,031
		Do- Mengimplimentasikan aktifitas kegiatan sesuai dengan sistem manajemen K3LH	Bulanan	4	120	96,0	0,062
		Check- Melakukan evaluasi terhadap hasil aktifitas kegiatan sistem manajemen K3LH yang ada	Bulanan	1	180	36,0	0,023
		Action- Melakukan tindakan perbaikan berdasarkan hasil evaluasi	Bulanan	1	120	24,0	0,016
2	Melaksanakan investigasi pada kecelakaan kerja	Melakukan analisa pada Tempat Kejadian Perkara (TKP) kecelakaan terjadi	Tahunan	13	180	39,0	0,025
		Melakukan wawancara dengan <i>stakeholder</i> berkait (saksi, korban, group leader, dll)	Tahunan	13	120	26,0	0,017
		Menyusun kronologis terjadinya kecelakaan dan peralatan-peralatan di TKP	Tahunan	13	120	26,0	0,017
		Menentukan <i>rootcause &amp; improvement</i> perbaikan	Tahunan	13	180	39,0	0,025
		Mengisi dan mendokumentasi <i>form</i> investigasi kecelakaan	Tahunan	13	120	26,0	0,017

3	Mengkoordinasikan penyelenggara training terkait safety (tanda ijin operasi, kebakaran , P3K)	Melakukan koordinasi jadwal dan pengelompokan peserta <i>training safety</i>	Tahunan	1	120	2,0	0,001
		Menginformasikan kepada karyawan yang bersangkutan mengenai <i>training</i>	Tahunan	1	60	1,0	0,001
		Melakukan koordinasi dengan pihak eksternal (bila dibutuhkan) terkait materi <i>training</i>	Tahunan	1	120	2,0	0,001
		Menyelenggarakan <i>training safety</i> di perusahaan	Tahunan	1	1920	32,0	0,021
		Melakukan evaluasi terkait kompetensi karyawan terkait <i>safety</i>	Tahunan	1	180	3,0	0,002
4	Memastikan pemenuhan legal compliance terkait K3LH	Mengevaluasi undang-undang K3LH ter-update	Bulanan	1	180	36,0	0,023
5	Melakukan Identifikasi Bahaya dan Penilaian Risiko (IBPR)	Menginformasikan kepada Supervisor bagian terkait, untuk membuat IBPR	Tahunan	16	60	16,0	0,010
		Melakukan pendampingan ke Supervisor dalam pembuatan IBPR	Tahunan	16	180	48,0	0,031
		Melakukan review terhadap IBPR yang sudah dibuat oleh bagian lain.	Tahunan	16	180	48,0	0,031
		Melakukan IBPR setiap satu tahun sekali	Tahunan	16	120	32,0	0,021
6	Mempersiapkan dan koordinasi TKTD (Tim Kesiapsiagaan Tanggap Darurat)	Membuat prosedur tanggap darurat	Tahunan	1	120	2,0	0,001
		Membuat struktur TKTD yang akan disetujui oleh pihak manajemen	Tahunan	2	180	6,0	0,004
		Melakukan sosialisasi tim dan simulasi secara berkala satu tahun sekali	Tahunan	2	60	2,0	0,001
		Melakukan <i>training</i> TKTD kepada anggota Tim	Tahunan	2	240	8,0	0,005

		Melakukan bantuan kepada karyawan yang terkena bencana	Tahunan	2	1200	40,0	0,026
		Membuat laporan hasil tanggap darurat yang dilakukan	Tahunan	1	180	3,0	0,002
7	Behaviour Based Safety (BBS)	Mengubah mindset	Bulanan	1	120	24,0	0,016
		Safety campaign (Poster, Video, Buku petunjuk keselamatan)	Bulanan	1	120	24,0	0,016
		Safety training ( BBS training, Safety dojo, eksternal training)	Tahunan	4	480	32,0	0,021
		Pembentukan perilaku safety	Bulanan	2	60	24,0	0,016
		Menumbuhkan inisiatif safety	Bulanan	4	60	48,0	0,031
		Meeting koordinasi project	Bulanan	1	120	24,0	0,016
		Menyusun report project	Bulanan	1	240	48,0	0,031
8	CSR Link & Match	Survey SMK	Tahunan	2	960	32,0	0,021
		Menyelaraskan kurikulum Link & Match	Tahunan	1	2400	40,0	0,026
		Perbaikan infrastruktur	Tahunan	2	1920	64,0	0,041
		Pelatihan guru smk	Tahunan	1	2400	40,0	0,026
		Pelatihan murid smk	Tahunan	4	480	32,0	0,021
		Meeting koordinasi project	Bulanan	1	120	24,0	0,016
		Menyusun report project	Bulanan	1	120	24,0	0,016
9	Support Implementasi K3LH di Affco (PPLI, PML, PAMI, PMP)	Koordinasi terkait scope implementasi K3LH di Affco	Tahunan	4	480	32,0	0,021
		Plan- Merencanakan aktifitas kegiatan	Tahunan	2	1200	40,0	0,026
		Do- Monitoring implamentasi aktifitas kegiatan	Bulanan	2	120	48,0	0,031
		Check- Melakukan evaluasi terhadap hasil aktifitas kegiatan	Bulanan	1	180	36,0	0,023
		Affco Visit dan internal audit	Tahunan	4	1440	96,0	0,062

		Action- Melakukan tindakan perbaikan berdasarkan hasil evaluasi	Bulanan	1	60	12,0	0,008
		Meeting koordinasi project	Bulanan	1	180	36,0	0,023
		Menyusun report project	Bulanan	1	180	36,0	0,023
10	Support Sistem Management Keselamatan Pertambangan (SMKP) di site UTPE	Support dokumen SMKP	Bulanan	1	180	36,0	0,023
		Monitoring implementasi SMKP di site	Bulanan	1	120	24,0	0,016
		Internal Audit	Tahunan	2	1440	48,0	0,031
		Meeting koordinasi project	Bulanan	1	120	24,0	0,016
		Menyusun report project	Tahunan	1	180	3,0	0,002
11	Melakukan kegiatan safety induction	Mendapatkan permintaan kebutuhan <i>safety induction oleh user</i>	Bulanan	10	15	30,0	0,019
		Memberikan <i>safety induction</i> pada karyawan baru maupun para tamu yang berkunjung ke perusahaan	Bulanan	10	30	60,0	0,039
12	PIC PDCA Divisi	Plan- Memfasilitasi palnning cycle divisi dan department	Bulanan	1	120	24,0	0,016
		Do- Melakukan monitoring AMS	Mingguan	1	60	52,0	0,034
		Check- Melakukan evaluasi AMS	Bulanan	1	180	36,0	0,023
		Action- Melakukan monitoring tindakan perbaikan dari evaluasi	Bulanan	1	120	24,0	0,016
13	Sistem Manajemen K3LH	Membantu penyelesaian masalah teknis pelaksanaan K3LH dan mengawasi pelaksanaan kegiatan sesuai dengan standar K3LH	Tahunan	0	0	0,0	0,000
		Melaksanakan program K3LH terkait kegiatan patrol dan pelaporan potensi bahaya di area kerja	Tahunan	3	90	4,5	0,003

**Figure A.5 EHS 2 Staff Job Desc**

No.	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Melakukan kegiatan <i>safety induction</i>	Mendapatkan permintaan kebutuhan <i>safety induction</i>	mingguan	2	5	8,667	0,006
		Menunjuk PIC <i>safety induction</i> pada bagian terkait	harian	1	10	28,600	0,019
		Memberikan <i>safety induction</i> pada karyawan baru maupun para tamu yang berkunjung ke perusahaan	mingguan	2	30	52,000	0,034
2	Melaksanakan inspeksi terhadap peralatan K3	Melakukan inspeksi secara berkala					
		Admin	mingguan	5	60	260,000	0,168
		Inspeksi APAR	mingguan	7	15	91,000	0,059
		Grand Tank & Hydrant	harian	1	60	171,600	0,111
		Ambulance	mingguan	2	60	104,000	0,067
		Box Hydrant	mingguan	1	60	52,000	0,034
		Safety & QCC	mingguan	1	60	52,000	0,034
		Chain & Hook	tahunan	3	1875	93,750	0,061
		Eye Wash	bulanan	2	240	96,000	0,062
		Perahu karet & Kelengkapan	bulanan	1	240	48,000	0,031
		Melakukan simulasi terhadap perahu karet & kelengkapannya	tahunan	1	480	8,000	0,005
		Tandu & Kelengkapan	bulanan	1	240	48,000	0,031
		Alarm	tahunan	1	960	16,000	0,010
		Menyusun laporan dan evaluasi hasil inspeksi peralatan K3	harian	1	60	171,600	0,111

		Melakukan perbaikan dan follow up atas hasil inspeksi alat K3	harian	1	60	171,600	0,111
3	Maintenance Gedung	Menginformasikan kerusakan gedung	harian	2	15	85,800	0,056
		Penambahan pulsa & kuota	bulanan	1	15	3,000	0,002
		Kerusakan jaringan	tahunan	1	30	0,500	0,000
4	Support GA CSR	Melakukan buka puasa bersama	tahunan	1	540	9,000	0,006
		Upacara HUT RI	tahunan	1	240	4,000	0,003
		HUT UTE	tahunan	1	600	10,000	0,006
		Family Gathering	tahunan	1	480	8,000	0,005
		Idul Adha	tahunan	1	480	8,000	0,005
		Idul Fitri	tahunan	1	120	2,000	0,001
		Mengirim hewan qurban	tahunan	1	480	8,000	0,005
		Bantuan buku	tahunan	1	480	8,000	0,005
		Fogging	tahunan	1	480	8,000	0,005
5	Sistem Manajemen K3LH	Membantu penyelesaian masalah teknis pelaksanaan K3LH dan mengawasi pelaksanaan kegiatan sesuai dengan standar K3LH	Tahunan	0	0	0,000	0,000
		Melaksanakan program K3LH terkait kegiatan patrol dan pelaporan potensi bahaya di area kerja	Tahunan	3	90	4,500	0,003

Figure A.7 EHS Administrator Job Desc

No .	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
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1	Man Power Planning	Memfasilitasi user untuk menyusun kebutuhan manpower masing-masing fungsi untuk masa satu tahun yang akan datang berdasarkan strategi dan target perusahaan					
		Melakukan report kemasling-masing department terkait hasil MPP ditahun sebelumnya	Tahunan	12	10	2,000	0,00 1
		Melakukan konfirmasi terkait form A1 (permintaan karyawan) yang diberikan oleh user	Tahunan	6	30	3,000	0,00 2
		Mengcompile permintaan karyawan	Tahunan	1	120	2,000	0,00 1
		Menyusun report MPP untuk pleno direksi	Tahunan	1	240	4,000	0,00 3
		Melakukan analisa dan pemetaan kondisi manpower masing-masing fungsi pada saat ini dalam hubungannya untuk menjaga produktivitas					
		Menghitung kondisi demografi karyawan aktual	Tahunan	1	60	1,000	0,00 1
		Menghitung target produktifitas perusahaan	Tahunan	1	60	1,000	0,00 1
		Membuat simulasi perhitungan MPP optimal	Tahunan	1	240	4,000	0,00 3
		Melakukan aktivitas monitoring terhadap implementasi MPP yang telah disetujui					

		Menyusun report MPP secara periodik	Bulanan	1	120	24,000	0,016
		Melakukan sosialisasi hasil montly report MPP	Bulanan	1	120	24,000	0,016
2	Development Human Capital System	Merancang & Menyusun konsep pengembangan sistem manajemen human capital					
		Mengumpulkan problem/VOC terkait dengan sistem HC	Tahunan	12	120	24,000	0,016
		Melakukan review terhadap bisnis proses HC	Tahunan	4	240	16,000	0,010
		Melakukan analisa/ GAP terkait kondisi existing dengan kondisi ideal	Tahunan	12	240	48,000	0,031
		Mencari alternatif solusi perbaikan	Tahunan	12	120	24,000	0,016
		Melakukan report terkait hasil analisa	Tahunan	6	120	12,000	0,008
		Berkolaborasi dengan Tim Digitalisasi untuk membuat sistem manajemen human capital berdasarkan konsep yang sudah disusun sebelumnya.					
		Melakukan meeting kordinasi dengan pihak terkait	Tahunan	36	120	72,000	0,047
		Melakukan pitching vendor	Tahunan	30	180	90,000	0,058
		Melakukan testing sistem	Tahunan	12	240	48,000	0,031



		Menyiapkan implementasi sistem	Tahunan	6	480	48,000	0,031
		Sosialisasi & pengumpulan feedback					
		Menyusun user guidance sistem	Tahunan	3	240	12,000	0,008
		Sosialisasi penggunaan sistem	Tahunan	90	120	180,000	0,117
		Mengumpulkan feedback dan improvement sistem	Bulanan	3	120	72,000	0,047
		Maintain performa dan evaluasi sistem					
		Menangani masalah (troubleshooting) sistem	Bulanan	4	60	48,000	0,031
		Melakukan kordinasi masalah dengan vendor	Bulanan	3	180	108,000	0,070
		Menyusun report improvement sistem	Tahunan	6	240	24,000	0,016
		Menyampaikan report kepada stakeholder terkait	Bulanan	2	120	48,000	0,031
3	Analisa Produktivitas Organisasi	Melakukan pengumpulan data terkait faktor-faktor yang berpengaruh produktivitas organisasi	Bulanan	1	180	36,000	0,023
		Melakukan monitoring terkait faktor-faktor yang berpengaruh terhadap produktivitas organisasi					
		Melakukan report kepada stakeholder terkait	Bulanan	1	60	12,000	0,008
4	Support Affco	Identifikasi masalah HC di Affco	Tahunan	4	240	16,000	0,010

		Menyusun konsep dan report	Tahunan	4	240	16,000	0,010
		Mengumpulkan data/informasi terkait	Tahunan	12	240	48,000	0,031
		Melakukan improvement terkait permasalahan di Affco	Tahunan	8	240	32,000	0,021
		Melakukan follow up dan report berkala pada stakeholder	Tahunan	6	120	12,000	0,008
5	Project OD - Productivity Man Power	Mengembangkan konsep	Tahunan	4	60	4,000	0,003
		Mengumpulkan kelengkapan data job analisis & informasi terkait	Tahunan	30	120	60,000	0,039
		Melakukan report terkait konsep	Tahunan	4	60	4,000	0,003
		Melakukan perhitungan FTE	Tahunan	30	120	60,000	0,039
		Melakukan verifikasi hasil FTE	Tahunan	30	240	120,000	0,078
		Melakukan penyusunan report	Tahunan	30	60	30,000	0,019
6	Project OD - Update BMC Competency for Generalist & Specialist	Mengidentifikasi project goals and customer deliverables	Tahunan	4	60	4,000	0,003
		Mapping Semua posisi & BMC	Tahunan	1	90	1,500	0,001
		Menganalisis BMC semua posisi	Tahunan	12	240	48,000	0,031
		Melakukan verifikasi ke user	Tahunan	25	60	25,000	0,016
		Standarisasi	Tahunan	4	60	4,000	0,003

7	Sistem Manajemen K3LH	Membantu penyelesaian masalah teknis pelaksanaan K3LH dan mengawasi pelaksanaan kegiatan sesuai dengan standar K3LH	Tahunan	0	0	0,000	0,000
		Melaksanakan program K3LH terkait kegiatan patrol dan pelaporan potensi bahaya di area kerja	Tahunan	3	90	4,500	0,003

**Figure A.8 HC System Development & Infrastructure Analyst Job Desc**

No.	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Structure Organization	Memfasilitasi pembuatan struktur organisasi UTE dan struktur organisasi divisi sesuai business process perusahaan					
		Membuat draft SO	Tahunan	66	30	33,000	0,021
		Validasi tiap User	Tahunan	66	60	66,000	0,043
		Pengecekan ulang Draft SO yang sudah divalidasi	Tahunan	2	180	6,000	0,004
		Tanda Tangan User & Division Head HC	Tahunan	2	30	1,000	0,001
		Tanda Tangan Division Head HC	Tahunan	2	5	0,167	0,000
		Tanda Tangan BOD	Tahunan	2	5	0,167	0,000
		Me-review struktur organisasi yang berlaku (bersama direksi dan division head)	Tahunan	2	120	4,000	0,003
2	Pengelolaan Job Analisis dan Kepadangan	Melakukan analisa terkait dengan Job Description suatu pekerjaan berdasarkan bussiness process yang ada dan hasil brainstorming dengan user sebagai bentuk validasi hasil analisa					
		Membuat Draft job desc	Tahunan	30	160	80,000	0,052

		Validasi tiap user	Tahunan	30	120	60,000	0,039
		Pengecekan ulang Draft Job desc yang sudah divalidasi	Tahunan	30	120	60,000	0,039
		Melakukan job evaluation untuk memastikan values sebuah pekerjaan sesuai dengan spesifikasi sebuah jabatan					
		Wawancara Karyawan	Tahunan	30	120	60,000	0,039
		Validasi ke atasan	Tahunan	30	120	60,000	0,039
		Analisa Hasil	Tahunan	30	180	90,000	0,058
		Verifikasi BOD	Tahunan	2	60	2,000	0,001
		Pengecekan Ulang	Tahunan	1	60	1,000	0,001
		Tanda Tangan	Tahunan	1	10	0,167	0,000
3	Expert Track Competencies	Mapping Kompetensi	Tahunan	1	180	3,000	0,002
		Assessment	Tahunan	22	180	66,000	0,043
		Evaluasi Assessment	Tahunan	1	480	8,000	0,005
4	Individual Performance Planning (IPP)	Mendistribusikan dan memastikan semua karyawan pada level manajerial sudah memiliki Individual Performance Plan (IPP) untuk tahun berjalan					
		Mesosialisasikan cara melakukan input data kedalam sistem	Tahunan	60	120	120,000	0,078
		Melakukan analisa dan dokumentasi seluruh activity plan setiap unit kerja (department)	Tahunan	60	60	60,000	0,039
		Membuat dan mengembangkan sistem monitoring KPI (HCD dashboard dan Company KPI dashboard)	Bulanan	1	60	12,000	0,008

5	Performance Appraisal & Coaching Counseling	Memastikan semua karyawan melakukan Self Assesment terhadap pelaksanaan rencana kinerja dan pencapaian target kinerja.	Tahunan	5	480	40,000	0,026
		Melakukan Rekap Data Excel Pra Penilaian super ordinat	Tahunan	3	240	12,000	0,008
		Memfasilitasi review akhir terhadap pencapaian rencana kerja individu secara berjenjang (mulai dari level departemen, divisi, dan direktorat).	Tahunan	22	480	176,000	0,114
		Menyepakati dan mengelola hasil penilaian kinerja dan feedback untuk dijadikan pertimbangan di tahun berikutnya					
		Mensosialisasikan cara perubahan angka di sistem dan memastikan coaching conseling berjalan	Tahunan	10	60	10,000	0,006
6	WIG Strengthen Coaching Program for Executive base on Leadership Competency	Define project goals and customer deliverables	Tahunan	1	120	2,000	0,001
		Facilitate coaching training activities	Tahunan	6	180	18,000	0,012
		Follow up training result	Bulanan	1	30	6,000	0,004
		Maintain continous coaching program	Bulanan	1	30	6,000	0,004
		Closing program	Tahunan	1	120	2,000	0,001
7	WIG Synergize With PDC To Support Fabricator Implementation Program In Plant Operation	Define project goals and customer deliverables	Tahunan	1	240	4,000	0,003
		Identify problem (voice of customer)	Bulanan	4	180	144,000	0,093
		Recommend imporvement idea	Bulanan	4	180	144,000	0,093

8	WIG Improve Engineering Expert Track Competencies Directory	Define project goals and customer deliverables	Tahunan	1	120	2,000	0,001
		Identify root cause and alternative solution	Tahunan	1	120	2,000	0,001
		Plan improvement action	Tahunan	40	180	120,000	0,078
		Evaluate result	Tahunan	4	180	12,000	0,008
		Standardization	Tahunan	1	120	2,000	0,001
9	IG Study Proper Initiatives To Develop UTPE Organization Agility	Study literature of OA	Tahunan	2	920	30,667	0,020
		Collect evidence and issue in company (cordination w/ OD AI)	Tahunan	8	240	32,000	0,021
		Recommmed and execute OA initiative in UTPE	Tahunan	8	120	16,000	0,010
10	PDCA Department	Mengkoordinasikan planning AMS	Tahunan	1	480	8,000	0,005
		Melakukan evaluasi AMS	Bulanan	1	240	48,0	0,031
11	Sistem Manajemen K3LH	Membantu penyelesaian masalah teknis pelaksanaan K3LH dan mengawasi pelaksanaan kegiatan sesuai dengan standar K3LH	Tahunan	0	0	0,000	0,000
		Melaksanakan program K3LH terkait kegiatan patrol dan pelaporan potensi bahaya di area kerja	Tahunan	3	90	4,500	0,003

**Figure A.9 Performance & Organization Management Analyst Job Desc**

No.	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Specialist assessment &	Diskusi vendor	Tahunan	1	240	4,000	0,003
		Sosialisasi	Tahunan	1	120	2,000	0,001

	appraisal (BC, ASC, ENG, Welder, Mechanic) hanya melakukan ujian BC dan ASC	Eksekusi Assesment	Tahunan	1	480	8,000	0,005
		Membuat Report	Tahunan	2	480	16,000	0,010
		Melaporkan hasil assesment ke atasan	Tahunan	5	60	5,000	0,003
		Melakukan rekap data dari user dan menentukan peserta ujian	Tahunan	1	240	4,000	0,003
		Menyiapkan soal dan schedule	Tahunan	5	60	5,000	0,003
		Melakukan ujian	Tahunan	1	240	4,000	0,003
		Melaporkan hasil ujian	Tahunan	5	60	5,000	0,003
		Melakukan rekap data terkait dengan hasil Assessment & Appraisal yang dilakukan sebagai dasar pengembangan karyawan pada tahun berikutnya	Tahunan	5	60	5,000	0,003
2	Competency Appraisal	Melakukan rekap data point kompetensi setiap karyawan sebagai langkah awal penentuan promosi atau tidaknya seorang karyawan pada sub golongan berikutnya					
		Meyiapkan data sesuai jumlah divisi dan golongan	Tahunan	5	480	40,000	0,026
		Mendistribusikan file ke division head	Tahunan	7	140	16,333	0,011
		Memfasilitasi proses penilaian kompetensi karyawan yang dilakukan secara berjenjang					
		Memfasilitasi di level divisi	Tahunan	7	120	14,000	0,009
		Menyiapkan dan mengambil data penilaian perdivisi	Tahunan	2	480	16,000	0,010
		Memfasilitasi pleno GM	Tahunan	2	480	16,000	0,010
		Memfasilitasi pleno BOD	Tahunan	2	480	16,000	0,010
		Membuat report data	Tahunan	1	480	8,000	0,005

		Memfasilitasi proses promosi karyawan dan membuat report hasil proses promosi tersebut kepada beberapa pihak terkait seperti Payroll Officer (untuk perubahan status dan penyesuaian Hak karyawan) dan Performance & Organization Management Staff (terkait dengan perubahan golongan dan jabatan karyawan)					
		Sosialisasi by email	Tahunan	1	30	0,500	0,000
		Menyiapkan promosi	Tahunan	1	60	1,000	0,001
		Presentasi + report	Tahunan	20	120	40,000	0,026
		Membuat SK promosi	Tahunan	2	30	1,000	0,001
3	Performance Appraisal	Melakukan rekap data point kompetensi setiap karyawan sebagai langkah awal penentuan promosi atau tidaknya seorang karyawan pada sub golongan berikutnya					
		Meyiapkan data sesuai jumlah divisi dan golongan	Tahunan	5	480	40,000	0,026
		Mendistribusikan file ke division head	Tahunan	7	140	16,333	0,011
		Memfasilitasi proses penilaian kompetensi karyawan yang dilakukan secara berjenjang					
		Memfasilitasi di level divisi	Tahunan	7	140	16,333	0,011
		Menyiapkan dan mengambil data penilaian perdivisi	Tahunan	5	480	40,000	0,026
		Memfasilitasi pleno GM	Tahunan	2	480	16,000	0,010
		Memfasilitasi pleno BOD	Tahunan	2	480	16,000	0,010
		Membuat report data	Tahunan	7	480	56,000	0,036
4	Individual Development Plan (IDP)	Menyusun framework pengembangan sebagai panduan dalam menentukan metode pengembangan yang sesuai dengan kompetensi yang dituntut oleh suatu jabatan tertentu	Tahunan	2	480	16,000	0,010



		Memfasilitasi dan mengupdate Individual Development Plan (IDP) karyawan golongan 4A-up (Membuat IDP + Roadshow)	Tahunan	14	120	28,000	0,018
		Collect data IDP	Tahunan	10	60	10,000	0,006
		Membuat DNA	Tahunan	1	480	8,000	0,005
		Melakukan review IDP	Tahunan	7	120	14,000	0,009
5	People Review	Menyiapkan materi (profile karyawan)	Tahunan	3	480	24,000	0,016
		Berkoodinasi dengan UT	Tahunan	1	120	2,000	0,001
		Sosialisasi schedule	Tahunan	1	30	0,500	0,000
		Mendistribusikan data people review tahun sebelumnya ke GM	Tahunan	1	120	2,000	0,001
		Mendistribusikan data people review tahun sebelumnya ke anak perusahaan	Tahunan	1	120	2,000	0,001
		Roadshow per divisi	Tahunan	7	120	14,000	0,009
		Pleno people review di level divisi	Tahunan	1	240	4,000	0,003
		Pleno people review di level direksi	Tahunan	1	240	4,000	0,003
		Pengumpulan materi Affco	Tahunan	4	30	2,000	0,001
		Penyusunan materi people review	Tahunan	3	480	24,000	0,016
		Prepare report	Tahunan	1	480	8,000	0,005
		Presentasi	Tahunan	1	60	1,000	0,001
		Submit data ke database	Tahunan	2	480	16,000	0,010
		6	Memfasilitasi Training ALDP	Koordinasi dengan AMDI	Tahunan	1	120
Menyiapkan Form pendaftaran	Tahunan			2	480	16,000	0,010
Scheduling & Kordinasai dengan Affco	Tahunan			1	240	4,000	0,003
Sosialisasi	Tahunan			1	60	1,000	0,001
Monitoring training	Bulanan			5	60	60,000	0,039
Presentasi evaluasi training (AFMP)	Bulanan			2	120	48,000	0,031

7	Support Sales Seminar	Meeting bersama atasan untuk menentukan developmen	Tahunan	10	60	10,000	0,006
		Design training	Tahunan	1	30	0,500	0,000
		Koordinasi dengan PIC training	Tahunan	6	30	3,000	0,002
		Melakukan Training BC dan BMC	Tahunan	4	480	32,000	0,021
		Mengevaluasi training (membuat report)	Tahunan	2	60	2,000	0,001
8	Support Affco	Kordinasi dengan Affco terkait dengan pembuatan project (AMS)	Tahunan	1	480	8,000	0,005
		Membuat PATRIA HCGAESR Coordination	Tahunan	1	480	8,000	0,005
		Support AHEMCE Coordination	Tahunan	5	480	40,000	0,026
9	WIG Talent Development	Benchmark	Tahunan	3	240	12,000	0,008
		Develop konsep	Tahunan	10	480	80,000	0,052
		Mapping	Tahunan	2	480	16,000	0,010
		Implementasi	Bulanan	1	60	12,000	0,008
		Evaluasi	Tahunan	1	120	2,000	0,001
10	WIG Group Leader Development	Develop project	Tahunan	10	480	80,000	0,052
		Develop program	Tahunan	3	480	24,000	0,016
		Memfasilitasi aktifitas	Bulanan	1	240	48,000	0,031
		Evaluasi	Tahunan	1	120	2,000	0,001
11	WIG Sales Development	Review konsep	Tahunan	1	480	8,000	0,005
		Review Kompetensi	Bulanan	4	60	48,000	0,031
		Develop program	Tahunan	5	480	40,000	0,026
		Membuat sylabus	Tahunan	12	240	48,000	0,031
		Sosialisasi	Tahunan	2	120	4,000	0,003
		Implementasi	Tahunan	2	480	16,000	0,010
12	IG Performance Management &	Analyze issue	Tahunan	1	480	8,000	0,005
		Benchmark	Tahunan	2	240	8,000	0,005

	Promotion System	Develop konsep	Tahunan	3	480	24,000	0,016
		Sosialisasi	Tahunan	2	120	4,000	0,003
		Evaluasi	Tahunan	1	120	2,000	0,001
13	IG Patria People Development	Define project	Tahunan	1	480	8,000	0,005
		Develop program	Tahunan	10	240	40,000	0,026
		Sosialisasi	Tahunan	2	60	2,000	0,001
		Implementasi	Bulanan	1	480	96,000	0,062
		Evaluasi	Tahunan	1	120	2,000	0,001
14	Ekstrakurikuler	Auditor	Tahunan	2	240	8,000	0,005
		Juri inovasi	Tahunan	5	120	10,000	0,006
		Kipka	Tahunan	1	960	16,000	0,010
15	Sistem Manajemen K3LH	Membantu penyelesaian masalah teknis pelaksanaan K3LH dan mengawasi pelaksanaan kegiatan sesuai dengan standar K3LH	Tahunan	0	0	0,000	0,000
		Melaksanakan program K3LH terkait kegiatan patrol dan pelaporan potensi bahaya di area kerja	Tahunan	3	90	4,500	0,003

**Figure A.10 Talent Management Senior Staff Job Desc**

No	Aktivitas Besar	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Administrasi karyawan	Proses karyawan baru					
		Menerima data dari rekrutment	Bulanan	5	2	2	0,001
		Membuat akun karyawan di sunfish	Bulanan	5	3	3	0,002
		Memasukan benefit dan informasi standard	Bulanan	5	3	3	0,002
		Membuat data personal file	Bulanan	5	3	3	0,002

	Proses karyawan Tetap					
	Menerima hasil presentasi akhir tahun ke personal file	Bulanan	1	3	1	0,000
	Mendokumentasikan hasil presentasi akhir tahun ke personal file	Bulanan	1	3	1	0,000
	Merubah status kepegawaian dari kontrak ke tetap secara sunfish	Bulanan	2	3	1	0,001
	Membuat SK pengangkatan	Bulanan	2	10	4	0,003
	Mendistribusikan SK pengangkatan ke manajer masing-masing	Bulanan	2	10	4	0,003
	Mendokumentasikan SK pengangkatan yang sudah di tanda tangan atasan	Bulanan	2	3	1	0,001
	Proses karyawan mutasi/ rotasi					
	Menerima form mutasi(fisik)	Bulanan	1	2	0	0,000
	mendokumentasikan form mutasi(fisik)	Bulanan	1	2	0	0,000
	Merubah/ menambah riwayat karir karyawan di sunfish	Bulanan	2	10	4	0,003
	Proses perubahan struktur organisasi					
	Menerima SO terbaru yang sudah di tanda tangani pejabat terkait	Tahunan	3	2	0	0,000
	Merubah posisi karyawan berdasarkan SO terupdate di sunfish	Tahunan	3	90	5	0,003
	Proses karyawan masa persiapan pensiun					
	Mengolah data untuk menentukan karyawan yang akan pensiun	Tahunan	1	30	1	0,000
	Membuat surat MPP dan ditanda tangani GM HC	Bulanan	3	10	6	0,004
	Mendistribusikan surat MPP ke atasan karyawan yg akan MPP	Bulanan	3	15	9	0,006

		Mendokumentasikan FC surat MPP ke personal file	Bulanan	3	15	9	0,006
2	Proses Attendance	Menerima data absensi (lembur, shift, koreksi kehadiran) dari site (KALSEL-KALTENG dan KALTIM)	Bulanan	2	2	1	0,001
		Menerima dokumen scan absensi dan hardshift dari site	Bulanan	2	2	1	0,001
		Mengolah/ menyiapkan data excel (koreksi kehadiran, shfit 2, lembur 2)	Bulanan	2	30	12	0,008
		Mengupload data excel( koreksi kehadiran, shift, lembur)	Bulanan	6	120	144	0,093
		Memverifikasi hasil upload data excel dan dokumen scan	Bulanan	1	120	24	0,016
3	Proses Payroll	Memproses hak-hak karyawan yang harus dibayarkan pada bulan terkait UTPE, AFFCO					
		Mengupdate dan menyiapkan data payroll	Bulanan	2	480	192	0,124
		Proses payroll & verifikasi hasil payroll	Bulanan	2	480	192	0,124
		Menyiapkan data untuk pelaksanaan transfer ke masing-masing rekening penerima gaji	Bulanan	4	60	48	0,031
		Membuat surat bank + ttd BOD	Bulanan	1	20	4	0,003
		Mendistribusikan surat Bank ke permata	Bulanan	1	20	4	0,003
		Proses pengaktifan elektronik epay slip	Bulanan	4	10	8	0,005
		Proses posting payroll					
		Membuat report posting (excel,dokumen, sistem)	Bulanan	4	120	96	0,062
		Membuat PV untuk pembayaran ke pihak ketiga	Bulanan	1	60	12	0,008
		Mendistribusikan report kepada pihak ketiga	Bulanan	4	10	8	0,005
4	Pajak Karyawan	SPT Masa					
		Menginformasikan jumlah pph 21 yang akan dibayarkan	Bulanan	4	5	4	0,003

		Membuat laporan SPT Masa	Bulanan	4	60	48	0,031
		Melaporkan secara online pph 21 masa	Bulanan	4	30	24	0,016
		Melakukan pengumpulan dokumen perubahan status pajak karyawan					
		Menginformasikan ke karyawan	Tahunan	4	4	0	0,000
		Melakukan Pengumpulan dokumen	Tahunan	4	3	0	0,000
		Proses merekap perubahan dokumen	Tahunan	4	30	2	0,001
		Mengupload data status pajak ke sunfish	Tahunan	4	10	1	0,000
		SPT Tahunan					
		Menyiapkan data SPT Tahunan	Tahunan	4	480	32	0,021
		Mengupload data olahan	Tahunan	4	20	1	0,001
		Memverifikasi hasil data olahan dengan total SPT Masa	Tahunan	4	120	8	0,005
		Mencetak dokumen SPT (1721-A1) karyawan & ttd	Tahunan	4	1680	112	0,073
		Memasukan kedalam amplop masing-masing karyawan	Tahunan	4	1440	96	0,062
		Membuat tanda terima & mengklasifikasi SPT berdasarkan dept	Tahunan	4	1680	112	0,073
		Mendistribusikan SPT ke atasan	Tahunan	4	480	32	0,021
		Memberikan informasi ke karyawan untuk melakukan pelaporan pajak online/ e-filing	Tahunan	4	20	1	0,001
		Mendampingi karyawan melakukan e-filing	Tahunan	50	60	50	0,032
5	Proses hak dan kewajiban karyawan terkait dengan	Melakukan proses pembayaran hak karyawan terkait dengan pengakhiran hubungan kerja					
		Menghitung benefit	Tahunan	15	10	3	0,002
		Menginformasikan benefit kepada karyawan	Tahunan	15	15	4	0,002

	Pengakhiran hubungan kerja	Mensupport data terkait dengan proses klaim saldo BPJS TK, DPA, KANITRA bagi karyawan terkait dengan pengakhiran hubungan kerja	Tahunan	15	5	1	0,001
6	BPJS	BPJS Kesehatan					
		Melakukan update kepesertaan BPJS Kesehatan (pendaftaran, Perubahan status, penambahan anggotakeluarga, Perunahan upah, pengeluaran kepesertaan)	Tahunan	10	60	10	0,006
		Download tagihan dan detail rincian iuran	Bulanan	1	15	3	0,002
		Mengolah detail rincian	Bulanan	1	20	4	0,003
		Proses payment voucher di SAP	Bulanan	1	15	3	0,002
		BPJS Ketenagakerjaan					
		Update kepesertaan di sistem BPJS TK	Bulanan	4	30	24	0,016
7	Membuat Laporan Bulanan.	Membuat laporan Manpower Profile serta data disimpan didalam sistem sehingga dapat menjadi sumber informasi bagi yang membutuhkan	Bulanan	4	30	24	0,016
		Membuat report Madu & Man power	Bulanan	1	20	4	0,003
8	Laporan Auditor & Actuarial	Audit					
		Membuat/ menyiapkan data yang harus di submit ke auditor	Tahunan	2	120	4	0,003
		Memberikan penjelasan (interview) ke Auditor	Tahunan	2	60	2	0,001
		Actuarial					0,000
		Membuat plan design aktuarial	Tahunan	1	60	1	0,001
		Membuat/ mengolah templet data untuk aktuarial	Tahunan	8	240	32	0,021
9	Pinjaman	Membuat pinjaman saldo loan karyawan dan perusahaan	Tahunan	5	10	1	0,001
		Membuat PV & memastikan pembayaran	Bulanan	2	30	12	0,008

		Membuat surat pernyataan pembayaran pinjaman	Bulanan	1	30	6	0,004
10	Sosialisasi DPA, BPJS-KES, BPJS-TK	Melakukan Koordinasi dengan DPA dan BPJS untuk setting tanggal sosialisasi dan materi	Tahunan	3	30	2	0,001
		Membuat pengumuman sosialisasi	Tahunan	3	15	1	0,000
		Melakukan koordinasi dengan GAD untuk ruangan sosialisasi	Tahunan	3,000	10	1	0,000
		Melaksanakan sosialisasi dengan DPA dan BPJS	Tahunan	3,000	240	12	0,008
		Membuat evaluasi pelaksanaan sosialisasi	Tahunan	3,000	30	2	0,001
11	WIG-Optimize sunfish 6.0 To support operational and bussiness	Define project goal	Tahunan	1	2400	40	0,026
		Alternative solution option based on customet spec	Bulanan	2	120	48	0,031
		Design solution and generate system	Tahunan	24	120	48	0,031
		Sozialization and implementation	-	-	-		
12	Sistem Manajemen K3LH	Memastikan kesadaran tentang K3LH dan pelaksanaan pemenuhan aturan yang berlaku tentang K3LH	Tahunan	0	0	0	0,000
		Melaksanakan sistem manajemen K3LH yang terkait di departemntnya	Tahunan	3	90	5	0,003

**Figure A.15 HC Payroll & Personnel Admin Officer Job Desc**

No	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Standar Kompetensi (Welder)	Mempersiapkan bahan dan alat test untuk karyawan dan calon karyawan plan	Tahunan	4	480	32,0	0,021
		Pemotongan Speciment	Tahunan	4	480	32,0	0,021



		Melakukan technical test untuk calon karyawan plan (welding)	Tahunan	4	480	32,0	0,021
		Menetapkan kriteria penilaian terkait technical test untuk calon karyawan plan	Tahunan	4	240	16,0	0,010
		Memberikan penilaian calon karyawan dan karyawan plant operation berdasarkan hasil test yang telah dilaksanakan	Tahunan	4	240	16,0	0,010
2	Technical Knowledge (Welder)	Merancang system terkait technical development untuk kebutuhan karyawan dan calon karyawan plant operation	Tahunan	1	2400	40,0	0,026
		Mengaplikasikan technical development	Tahunan	1	2400	40,0	0,026
3	Technical Standard Kompetensi (Welder)	Scheduing flexible manufacture (Welding)	Tahunan	2	480	16,0	0,010
		Mengajukan <i>matrix technical competency</i> untuk karyawan <i>plant operation</i>	Tahunan	2	480	16,0	0,010
		Menyiapkan materi terkait <i>basic technical competency (Welding)</i>	Tahunan	2	480	16,0	0,010
		Menyiapkan bahan evaluasi terkait <i>test/ appraisal</i>	Tahunan	2	960	32,0	0,021
		Mempersiapkan alat pelatihan seperti mesin, komponen, <i>tools</i> , dll sesuai kebutuhan	Tahunan	2	960	32,0	0,021
		Melakukan Training Flexible Manufacture (welding)	Tahunan	2	1440	48,0	0,031

4	Program Technical Training (Welder)	Mengajarkan materi pelatihan knowledge competency (Welding)	Tahunan	25	120	50,0	0,032
		Mengajarkan materi pelatihan skill competency (Welding)	Tahunan	11	240	44,0	0,028
		Mengevaluasi performance peserta setelah berlangsungnya pelatihan (Skill)	Tahunan	11	180	33,0	0,021
5	Support Welding	Waktu perjalanan	Tahunan	3	1080	54,0	0,035
		Pengarahan materi tentang welding	Tahunan	3	432	21,6	0,014
		Seleksi welder	Tahunan	3	432	21,6	0,014
		Reporting	Tahunan	3	216	10,8	0,007
6	Patrol Welding Stamp	Memastikan Kualitas Welding	Mingguan	1	60	52,0	0,034
		Menulis identitas welder	Mingguan	1	10	8,7	0,006
		Membuat Report Rekomendasi	Mingguan	1	90	78,0	0,051
7	Kualifikasi Welding	Menentukan Kompetensi Posisi Pengelasan Welder dengan melakukan tes	Tahunan	1	4320	72,0	0,047
		Menganalisa hasil kualifikasi	Tahunan	1	1440	24,0	0,016
		Membuat Report Rekomendasi	Tahunan	1	1440	24,0	0,016
8	Trial Consumable Welding	Scheduling trial consumable	Tahunan	2	288	9,6	0,006
		Pembuatan memo untuk pemotongan specimen	Tahunan	2	384	12,8	0,008
		Pelaksanaan trial di PDC	Tahunan	2	480	16,0	0,010
		Kirim specimen ke tempat pengujian	Tahunan	2	576	19,2	0,012
		Reporting	Tahunan	2	192	6,4	0,004
9	Sertifikasi Welder	Komunikasi dengan lembaga LSP	Tahunan	2	300	10,0	0,006
		Kordinasi dengan leader Manuf untuk welder yang disertifikasi	Tahunan	2	120	4,0	0,003

		Scheduling	Tahunan	2	60	2,0	0,001
		Training	Tahunan	1	960	16,0	0,010
		Praktek pengujian	Tahunan	1	960	16,0	0,010
		Pembekalan	Tahunan	1	4800	80,0	0,052
		Pendampingan kompetisi	Tahunan	1	1920	32,0	0,021
10	ASEAN Skill Competition	Pembekalan	Tahunan	1	6000	100,0	0,065
		Pendampingan kompetisi	Tahunan	1	1920	32,0	0,021
11	Technical Support	Melakukan implementasi uji coba standar teknis baru	Tahunan	4	480	32,0	0,021
12	Support Event	Menghadiri acara sebagai pendamping peserta kompetisi	Tahunan	6	480	48,0	0,031
		Menjadi juri di acara kompetisi eksternal	Tahunan	8	480	64,0	0,041
13	Support Affco	Development kompetensi baru	Tahunan	5	600	50,0	0,032
14	Tempat Uji Kompetensi (TUK)	Menyiapkan tempat uji sesuai persyaratan teknis uji kompetensi	bulanan	1	240	48,0	0,031
		Memfasilitasi proses uji kompetensi	bulanan	2	480	192,0	0,124
15	WIG CSR Uji kompetensi SMK	Training siswa SMK LKS Provinsi	Tahunan	3	1200	60,0	0,039
		Memantau program CSR berjalan baik atau tidak	Tahunan	3	1200	60,0	0,039
		Memberikan report rekomendasi	Tahunan	3	120	6,0	0,004
		Mendampingi Support Training LKS Nasional	Tahunan	3	100	5,0	0,003
		Support Penjurian LKS	Tahunan	1	3360	56,0	0,036

16	Sistem Manajemen K3LH	Memastikan kesadaran tentang K3LH dan pelaksanaan pemenuhan aturan yang berlaku tentang K3LH	Tahunan	0	0	0,0	0,000
		Melaksanakan sistem manajemen K3LH yang terkait di departmentnya	Tahunan	3	90	4,5	0,003

**Figure A.20 Technical Development Instructor Job Desc**

No	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Standar Kompetensi (Assembler dan Painter)	Mempersiapkan bahan dan alat test untuk karyawan dan calon karyawan plan	Tahunan	100	45	75,0	0,049
		Melakukan knowledge mengenai technical test pada calon karyawan plan (assambler & painter)	Tahunan	4	60	4,0	0,003
		Melakukan technical test untuk calon karyawan plan (assembler, dan painter)	Tahunan	100	60	100,0	0,065
		Menetapkan kriteria penilaian terkait technical test untuk calon karyawan plan	Tahunan	4	60	4,0	0,003
		Memberikan penilaian calon karyawan dan karyawan plant operation berdasarkan hasil test yang telah dilaksanakan	Tahunan	4	60	4,0	0,003
2	Technical Knowledge (Assembler dan Painter)	Merancang system terkait technical development untuk kebutuhan karyawan dan calon karyawan plant operation	Tahunan	4	180	12,0	0,008

3	Technical Standard Kompetensi (Assembler dan Painter)	Membuat tata tertib pelatihan agar pelaksanaan <i>test</i> berjalan dengan lancar dan sesuai	Tahunan	1	60	1,0	0,001
		Mengajukan <i>matrix technical competency</i> untuk karyawan <i>plant operation</i>	Tahunan	1	240	4,0	0,003
		Menyiapkan materi terkait <i>basic technical competency (Assembling dan Painting)</i>	Tahunan	4	60	4,0	0,003
		Menyiapkan bahan evaluasi terkait <i>test/ appraisal</i>	Tahunan	1	240	4,0	0,003
		Mempersiapkan alat pelatihan seperti mesin, komponen, <i>tools</i> , dll sesuai kebutuhan	Tahunan	4	60	4,0	0,003
4	Program Technical Training (Assembler dan Painter)	Menyusun jadwal dan kelompok untuk pelatihan terkait <i>technical training</i>	Tahunan	5	120	10,0	0,006
		Menyiapkan absen peserta untuk pelatihan <i>technical training</i>	Tahunan	5	60	5,0	0,003
		Menjelaskan program dan prosedur pelatihan <i>technical training</i> pada para peserta agar tercapainya tujuan pelatihan	Tahunan	5	60	5,0	0,003
		Mengajarkan materi pelatihan <i>technical competency (Assembling and Painting)</i>	Tahunan	4	480	32,0	0,021
		Mengevaluasi <i>performance</i> peserta setelah berlangsungnya pelatihan	Tahunan	5	120	10,0	0,006
		Mem- <i>follow up</i> hasil <i>appraisal</i> peserta pelatihan <i>technical training</i>	Tahunan	5	60	5,0	0,003

		Membuat laporan keberjalanan pelatihan	Bulanan	1	60	12,0	0,008
		Improvement Technical Training	Harian	1	240	686,4	0,444
5	Control Budgeting	Memastikan budget Department PDC tereksekusi dengan tepat	Bulanan	3	240	144,0	0,093
6	Technical Support (Assembler dan Painter)	Melakukan implementasi uji coba standar teknis baru	Tahunan	4	480	32,0	0,021
7	Support Kompetisi Eksternal	Menghadiri acara sebagai pendamping peserta kompetisi	Tahunan	6	480	48,0	0,031
8	Technical Development	Patrol (Painting Stamp & Kualitas Assembling)	Mingguan	1	120	104,0	0,067
9	Tempat Uji Kompetensi (TUK)	Menyiapkan tempat uji sesuai persyaratan teknis uji kompetensi	bulanan	1	240	48,0	0,031
		Memfasilitasi proses uji kompetensi	bulanan	2	480	192,0	0,124
10	WIG	Studi literatur/Banchmark/Training	Tahunan	3	480	24,0	0,016
		Meeting koordinasi project	Mingguan	1	90	78,0	0,051
		Menyusun report project	Tahunan	1	240	4,0	0,003
11	IG	Studi literatur/Banchmark/Training	Tahunan	3	480	24,0	0,016
		Meeting koordinasi project	Mingguan	1	90	78,0	0,051
		Menyusun report project	Tahunan	1	240	4,0	0,003
12	Sistem Manajemen K3LH	Memastikan kesadaran tentang K3LH dan pelaksanaan pemenuhan aturan yang berlaku tentang K3LH	Tahunan	0	0	0,0	0,000

		Melaksanakan sistem manajemen K3LH yang terkait di departmentnya	Tahunan	3	90	4,5	0,003
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**Figure A.21 Technical Development Administrator 1 Job Desc**

No	Aktivitas Besaran	Detail Activity	Periode	Kuantitas	Durasi Pengerjaan (dalam menit)	Total Hours/Year	FTE
1	Standar Kompetensi (Assembler dan Painter)	Mempersiapkan bahan dan alat test untuk karyawan dan calon karyawan plan	Tahunan	100	45	75,0	0,049
		Melakukan knowledge mengenai technical test pada calon karyawan plan (assamblar & painter)	Tahunan	4	60	4,0	0,003
		Melakukan technical test untuk calon karyawan plan (assembler, dan painter)	Tahunan	100	60	100,0	0,065
		Menetapkan kriteria penilaian terkait technical test untuk calon karyawan plan	Tahunan	4	60	4,0	0,003
		Memberikan penilaian calon karyawan dan karyawan plant operation berdasarkan hasil test yang telah dilaksanakan	Tahunan	4	60	4,0	0,003
2	Technical Knowledge (Assembler dan Painter)	Merancang system terkait technical development untuk kebutuhan karyawan dan calon karyawan plant operation	Tahunan	4	180	12,0	0,008

3	Technical Standard Kompetensi (Assembler dan Painter)	Membuat tata tertib pelatihan agar pelaksanaan <i>test</i> berjalan dengan lancar dan sesuai	Tahunan	1	60	1,0	0,001
		Mengajukan <i>matrix technical competency</i> untuk karyawan <i>plant operation</i>	Tahunan	1	240	4,0	0,003
		Menyiapkan materi terkait <i>basic technical competency (Assembling dan Painting)</i>	Tahunan	4	60	4,0	0,003
		Menyiapkan bahan evaluasi terkait <i>test/appraisal</i>	Tahunan	1	240	4,0	0,003
		Mempersiapkan alat pelatihan seperti mesin, komponen, <i>tools</i> , dll sesuai kebutuhan	Tahunan	4	60	4,0	0,003
4	Program Technical Training (Assembler dan Painter)	Menyusun jadwal dan kelompok untuk pelatihan terkait <i>technical training</i>	Tahunan	5	120	10,0	0,006
		Menyiapkan absen peserta untuk pelatihan <i>technical training</i>	Tahunan	5	60	5,0	0,003
		Menjelaskan program dan prosedur pelatihan <i>technical training</i> pada para peserta agar tercapainya tujuan pelatihan	Tahunan	5	60	5,0	0,003
		Mengajarkan materi pelatihan <i>technical competency (Assembling and Painting)</i>	Tahunan	4	480	32,0	0,021
		Mengevaluasi <i>performance</i> peserta setelah berlangsungnya pelatihan	Tahunan	5	120	10,0	0,006



		Mem-follow up hasil appraisal peserta pelatihan <i>technical training</i>	Tahunan	5	60	5,0	0,003
		Membuat laporan keberjalanan pelatihan	Bulanan	1	60	12,0	0,008
		Improvement Technical Training	Harian	1	240	686,4	0,444
5	Technical Development (Assembler dan Painter)	Patrol (Painting Stamp & Kualitas Assembling)	Mingguan	1	120	104,0	0,067
6	Technical Support (Assembler dan Painter)	Melakukan implementasi uji coba standar teknis baru	Tahunan	4	480	32,0	0,021
7	Support Kompetisi Eksternal	Menghadiri acara sebagai pendamping peserta kompetisi	Tahunan	6	480	48,0	0,031
8	Tempat Uji Kompetensi (TUK)	Menyiapkan tempat uji sesuai persyaratan teknis uji kompetensi	bulanan	1	240	48,0	0,031
		Memfasilitasi proses uji kompetensi	bulanan	2	480	192,0	0,124
9	WIG	Studi literatur/Banchmark/Training	Tahunan	3	480	24,0	0,016
		Meeting koordinasi project	Mingguan	1	90	78,0	0,051
		Menyusun report project	Tahunan	1	240	4,0	0,003
10	IG	Studi literatur/Banchmark/Training	Tahunan	3	480	24,0	0,016
		Meeting koordinasi project	Mingguan	1	90	78,0	0,051
		Menyusun report project	Tahunan	1	240	4,0	0,003
11	Sistem Manajemen K3LH	Memastikan kesadaran tentang K3LH dan pelaksanaan pemenuhan aturan yang berlaku tentang K3LH	Tahunan	0	0	0,0	0,000

		Melaksanakan sistem manajemen K3LH yang terkait di departemtnya	Tahunan	3	90	4,5	0,003
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**Figure A.22 Technical Development Admnistrator 2 Job Desc**