

CHAPTER I

INTRODUCTION

1.1 Reason for Choosing the Title

There are so many new companies nowadays and consequently, more employees will be needed. A company needs an organization or department which arranges the employees. The essence of an organization itself as stated by Ranupandoyo and Hasan (1989 : 3) is "a social and technological instrument which is too wide and complex to be done by one person only. An organization can be considered as a unit which processes an activities term needed by the society".

A company needs potential employees who have high skills in a certain sector. The failure and the success of a company are determined by the employee quality. If a company does not have qualified employees, it will not be successful. In other words, when a company has qualified employees, it will be successful. In line with this, a company must have a manpower arrangement. When this arrangement is appropriate, all rules in the company might be done perfectly.

In general, the duty of recruiting employees in a company is delegated to the experts in the personnel department. The personnel department will determine the number and quality of the employees needed.

This personnel department must be completed with a special management to manage the employees. That special management is called "Personnel Management". Having a good personnel management makes a company able to build a solid worker team, so many activities can move smoothly and the purpose will be reached.

As a developing company, Dinas Lalu Lintas Angkutan Jalan (DLLAJ) Semarang also needs potential employees. Therefore, Dinas Lalu Lintas Angkutan Jalan (DLLAJ) Semarang also needs a great personnel department. With regard to this, the writer takes "The Duties of Personnel Department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) Semarang" as the title of her final project.

1.2 Statement of the Problem

The statement of the problem is "What are the duties of Personnel Department at DLLAJ office Semarang?"

1.3 Limitation of the Problem

The problem in this paper will be limited on the duties of Personnel Department at DLLAJ office Semarang especially during the time of the field study.

1.4 Objective of the Study

Relating to the statement of the problem, the objective of the study is to find out The Duties of Personnel Department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) Semarang.

1.5 Significance of the Study

The significances of the study are as follows:

1. For the writer
 - a. Getting knowledge of the duties of Personnel Department in general, especially at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang.
 - b. Being a partial fulfillment of the requirements for the completion of Diploma III Program of the English Department.
2. For the institution

Being an input for the improvement of personnel department duties.
3. For the university

Being a reference especially for the students who want to know more about the personnel department duties.

| No. | Day / Date | Place of activities | Activities |
|-----|--|----------------------|--|
| | | Personnel Department | Getting in touch with all staff of DLLAJ office Semarang. |
| | | Personnel Department | Collecting data of the state of DLLAJ office Semarang. |
| | Monday-Tuesday/ January 15 th 2005- 17 th 2005 | Personnel Department | Collecting data of the job description of DLLAJ office Semarang. |

1.5 Implementation of the Study

This field study was conducted at DLLAJ Office Semarang for four weeks from February 1, 2005 to February 28, 2005. The activities that the writer did during the field study are:

| No | Day / Date | Place of activities | Activities. |
|----|---|----------------------|---|
| 1. | Tuesday / January 1 th 2005 | Personnel Department | Getting in touch with all staffs of DLLAJ office Semarang. |
| 2. | Wednesday – Thursday / January 2 th 2005 -3 th 2005 | Personnel Department | Observing the activities personnel department staff. |
| 3. | Friday / January 4 th 2005 | Personnel Department | Inputting data to the computer. |
| 4. | Monday–Tuesday/ 7 th 2005-8 th 2005 | Personnel Department | Collecting data of the organizational structure of DLLAJ office Semarang. |
| 5. | Friday / January 11 th 2005 | Personnel Department | Inputting data to the computer. |
| 6. | Monday-Tuesday/ January 15 th 2005- 17 th 2005 | Personnel Department | Collecting data of the job description of DLLAJ office Semarang. |

| | | | |
|-----|---|----------------------|---|
| 7. | Wednesday – Thursday/ January 16 th 2005– 17 th 2005 | Personnel Department | Gathering data on the history of DLLAJ office Semarang. |
| 8. | Friday/ January 18 th 2005 | Personnel Department | Inputting data to the computer. |
| 9. | Monday – Tuesday/ January 21 th 2005 – 22 th 2005 | Personnel Department | Gathering data on the job description of DLLAJ office Semarang. |
| 10. | Wednesday- Thursday/January 23 th 2005-24 th 2005 | Personnel Department | Collecting data of the organizational structure of DLLAJ office Semarang. |
| 11. | Friday /January 25 th 2005 | Personnel Department | Inputting data to the computer. |
| 12. | Monday /January 28 th 2005 | Personnel Department | Asking for a completing the job training of DLLAJ office Semarang. |

1.7 Method of Data Collection

In the study, the writer used several methods to collect the data. The methods are:

1. Interview

According to Hadi (1982:193), interview is “Metode pengumpulan data dengan jalan tanya jawab sepihak yang dikerjakan dengan sistematis dan berdasarkan pada tujuan penyelidikan “ (Method of data collection with one side interview which is done systematically and is based on the investigation purpose).

By using this method, the writer interviewed the officers at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang and got the information related to the paper.

2. Observation

According to Wursanto (1986 :162), observation is “metode pengumpulan data dengan mengadakan pengamatan secara langsung tanpa menggunakan alat terhadap gejala – gejala objek yang diselidiki dalam keadaan yang sebenarnya”, (A method of data collection by observing directly the object indicators which are investigated in a real condition without using any instruments).

By using this method, the writer observed directly the duties of the Personnel Department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang

3. Library Research

According to Nasir (1998 :13) “ library research adalah metode pengumpulan data dengan menggunakan buku – buku literature yang berhubungan dengan penelitian”, (A method of data collection by using books related to the research).

By using this method, the writer read some books related to the problem of this paper.

1.8 Paper Organization

The paper is organized into four chapters as follows:

Chapter I is Introduction. It consists of reason for choosing the title, statement of the problem, limitation of the problem, objective of the study, significance of the study, method of data collection and paper organization.

Chapter II is literature review. It covers the definition of Personnel Management, the definition of personnel department, the duties of personnel department and the purpose of personnel department.

Chapter III is the duties of Personnel Department at Dinas Lalu Lintas Angkutan Darat (DLLAJ) office Semarang. It consists of the history of Dinas Lalu Lintas Angkutan Jalan (DLLAJ), organizational structure of Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang, job description of Dinas Lalu Lintas Angkutan Darat (DLLAJ) Semarang and the duties of of personnel department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) Semarang.

Chapter IV is conclusion and suggestion.