

**THE DUTIES OF PERSONNEL DEPARTMENT AT DINAS LALU
LINTAS ANGKUTAN JALAN (DLIAJ) OFFICE
SEMARANG**

PAPER

**Presented in partial fulfillment of the requirements
for completion of Diploma III Program
of the English Department
specialized in Office Management**



by :

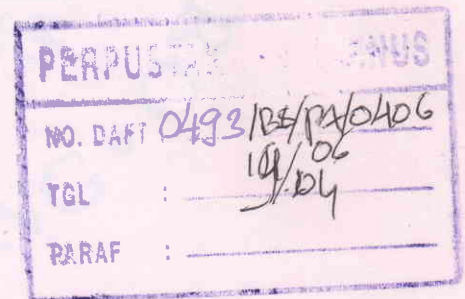
**Name : Eny Purbawati
NIM : C21.2001.00306**

**FACULTY OF LANGUAGES AND LETTERS
DIAN NUSWANTORO UNIVERSITY
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PAGE OF APPROVAL

This paper has been approved by the board of examiners, Diploma III Study Program of English Department, Faculty of Languages and Letters, Dian Nuswantoro University on February, 2006.

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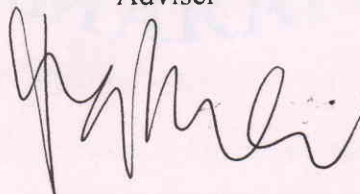
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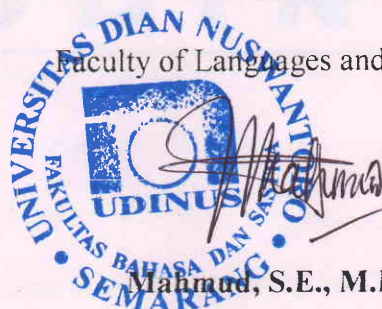


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Semarang, February 2006

Eny Purbawati

ABSTRACT

This paper entitled “ The Duties of Personnel Department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang “ is the result of the field study conducted for one month (from February 1, 2005 to February 28, 2005) at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang. This study was aimed at describing the Duties of Personnel Department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang.

The interview was conducted to get information about the duties done by the personnel department. The observation method is aimed at knowing the duties of personnel department in arranging, gaining, and creating potential employees for the institution. The library research method is aimed at getting some references dealing with the duties of personnel department.

From the data analysis, it can be concluded that the duties of personnel department at Dinas Lalu Lintas Angkutan Jalan (DLLAJ) office Semarang include :

1. Doing recruitment for new employees
2. Doing selection for new employees
3. Giving training and development for new employees
4. Giving compensation for the employees
5. Giving motivation for the employees

CHAPTER III THE DIVISION OF PERSONNEL MANAGEMENT AT DINAS
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