

## **Persepsi karyawan atas pelaksanaan analisis jabatan pada employee benefit departement PT Asuransi Allianz Life Indonesia kantor pusat Jakarta**

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### **Abstrak**

The cornerstone of the organization is, therefore, the set of jobs performed by employees. These jobs, in turn, provide the mechanism for coordinating and linking the various activities of the organization that are necessary for success. Studying and understanding jobs through the process known as job analysis. Job analysis is a vital part of Human Resources Management (HRM) program and in many respects in the foundation upon which all others HRM activities must be constructed. Job analysis is a purposeful, systematic process for collecting information on the important work related aspects of a job, so the employees can be work effectively. With job analysis, management will have guidance in next human resources program.

The research questions is how the perception of Employee Benefit Department employees towards the job analysis at PT Asuransi Allianz Life Indonesia Head Office Jakarta - To answer of that research questions, researcher used quantitative approach and using research method by using the survey approach, which implies the use of questioners and interviews as the two major tools used to collect data and information, beside the others secondary and literature sources.

The criteria for selecting a sample in survey research are statistical onces. This sampling process have minimum percentage from total population (minor one) of 52 employees, the sampling process result 45 employees as samples. To oversee whether the implementation of job analysis has been attempted in a good procedure, researcher used the range criteria method which will stretch from the lowest range to the highest range.

This research found that the perception of Employee Benefit Department employees for the job analysis has been attempted in a good procedure, which resulted good points average value. The data show that job analysis implementation PT Asuransi Allianz Life Indonesia Head Office Jakarta already effective because the good value and synchronize with the function, but description about task giving to the employees are not overlapping with the employees in another department still have special attention to management PT Asuransi Allianz Life Indonesia Head Office Jakarta.

Determining affectivity of the job analysis implementation can be seen by measuring the human recourses productivity in doing their tasks and duties. To pursue and reach the '2010 One' company's goal, company should be aware about negative response that came from the employees. The success of this process will lead to a more prospectus future of the organizations existence in the global market as well as reaching its goals and targets.