

Analisis waktu penyelesaian kasus pelanggaran disiplin kerja di lingkungan Kanwil Depkes Provinsi Sumatera Barat tahun 2000 = Analysis of problem solving time in violation of work discipline at health department provincial office of West Sumatra Province in year 2000

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Abstrak

Tujuan penelitian ini adalah untuk mendapatkan informasi tentang variasi waktu penyelesaian masalah pelanggaran disiplin kerja PNS yang bekerja di lingkungan Kanwil Depkes Propinsi Sumatera Barat serta mengidentifikasi masalah yang timbul dalam proses penyelesaian dan alternatif pemecahan untuk meminimalkan keterlambatan dalam penyelesaiannya.

Penelitian bersifat kualitatif, dengan teknik wawancara mendalam pada 6 orang informan. Hasil analisis menunjukkan bahwa kasus yang dilimpahkan ke Kanwil sebagian besar belum dilampiri dokumen yang lengkap dan sebagian besar kasus diolah dalam waktu lebih dari 3 bulan. Sanksi baru diberikan pada yang melakukan pelanggaran disiplin ringan, namun belum untuk pelanggaran disiplin berat.

Masalah utama yang dirasakan di Kabupaten/UPT adalah PNS tidak memenuhi panggilan Kepala Dinas/RS dan Kepala Tata Usaha belum dilibatkan dalam penetapan sanksi. Sanksi diberikan dalam bentuk teguran lisan dan tertulis. Masalah yang dihadapi di Provinsi meliputi ; Tidak lengkapnya dokumen Kabupaten dan pendataan kepegawaian ; PNS tidak memenuhi panggilan ; Staf bekerja kurang profesional ; Masalah kepegawaian belum menjadi kegiatan prioritas ; Pada kondisi tertentu motivasi kerja staff menurun ; Pembinaan atasan belum optimal.

Upaya penting yang harus dilakukan meliputi ; Pembentukan tim pelanggaran disiplin tingkat provinsi ; Dirancangnya daftar pertanyaan baku untuk pelanggaran disiplin ; Pelatihan /seminar kepegawaian bagi pejabat struktural ; Pembinaan oleh Kepala Bagian Kepegawaian ditingkatkan ; Pembuatan dan keharusan mematuhi Protab ; Monitoring dan evaluasi kasus ; Menindak lanjuti realisasi surat usulan jabatan fungsional kepegawaian ke pusat.

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Analysis of Problem solving time in violation of work discipline at Health Department Provincial office of West Sumatra Province in year 2000. In the time being most of cases can be solved in longer than 3 months. The aim of this study is to collect the information related with the violation of time needed to solve the disobedience against rules and regulation and to identify others related problem and, in order to find out the alternative solution, which is, in turn, will minimize delay time in solving the problem.

Qualitative study based in depth interview method on 6 informant, Analysis of case tracing indicate up graded cases to be solved at provincial office are most of attached with insufficient documents and most of cases which can be solved longer than 3 months. The understanding of Manager /Hospital Manager as well

as head of administration on rules and regulation is not sufficient which in turn contribute to process of problem solving is not conducted in accordance with approved standard operating procedure.

Head of administration concludes the main problem are ;The employee did not respond accordingly to the letter of warning issued by health department staff at recent level I hospital manager. Therefore, investigation report could not be prepared.; Sanction is sentenced without any participation and involvement from head of administration.;

Insufficient attention and appreciation of superior to administration activities in turn, lesser the employee motivation.

Case 1 problem solving process at provincial level is conducted implemented through out the following stages ; Insufficient data & documents of employee at regency office; Employee did not respond to the warning letter; Lack of professionalism at personal office ; Less priority is given to administration personal; Monitoring as well as evaluation is not optimal; There is no program to motivate the employee and staff .

Urgent and important effort shall be conducted to over come the delay in disobedience problem solving process, in order, the process itself shall be conducted and terminated on the right time, covering the following ; To develop the team for violation of rules and regulation case at provincial level; To design standardized check sheet for disobedience; To train structural officer in personal administration management , both of provincial and regency level; To intensively develop and training program provided and managed by head of personal office and its team.; To prepare and to obey the standard operation procedure; To monitor and to evaluate cases.; To follow up the realization of recommendation letter; To implement and to activate functional occupation for personal.