

Implementation of Administrative Management Functions in the General Section of the Bantaeng Regency BKPSDM Office

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Abstract. The administrative management function in this research area provides empirical and theoretical concepts so that it can improve administrative performance at the general office of BKPSDM Bantaeng Regency as well as describe and support and inhibiting factors. The research methods used are qualitative descriptive, interviews and documentation. The implementation of the administrative management function of the Bantaeng Regency BKPSDM has improved administrative performance quite well even though it is not in accordance with what is expected. (a) Planning is recognized by compiling work programs, recruiting employees, striving for a competent workforce and adequate facilities and infrastructure as well as the division of labor in accordance with their respective competencies, (b) Organizing is recognized by the division of duties and responsibilities, preparation and presentation of employee data, mutations and promotions that are recognized in accordance with employee competencies, as well as discipline that must be maintained; (c) Actuating is acknowledged by the way the leadership participates in the process of being involved in the process such as providing direction through coaching or instruction so that the form of filing, correspondence, disposition, and SKP can be implemented properly; (d) Supervision/Controlling is recognized using e-performance applications. The supporting factors for administrative management to improve the administrative performance of the Bantaeng Regency BKPSDM are good cooperation between employees, communication ethics and facilities and infrastructure, while the inhibiting factors are the limitations of the ability and skills of employees, especially in using electronic media and the lack of awareness of employees to improve their abilities, the findings of this research are the skills of employees, especially in the use of electronic media need boosted.

Keywords: Administration, Function, Performance, Secretarial Management

1. Introduction

Management and organization are two ha that cannot be separated. An organization is the unity of two or more people or a certain group to achieve a certain goal, while management is the art and image of managing something so that the desired goal is achieved effectively and efficiently. The organization is as the intended object while the management is as an object that can be used to achieve the goals of the organization (Arhas et al., 2024; Darwis et al., 2024; Nasrullah et al., 2023). Human resource management has a role in realizing the development of an institution to achieve its goals and objectives. Management is defined as the process of planning, organizing, enforcing and evacuating something that is planned so that the desired goals are achieved effectively and efficiently. One effort is to implement management functions.

The development of human resources in an institution certainly requires an effective strategy and does not harm certain parties (Darwis et al., 2022; Niswaty et al., 2022; Suprianto et al., 2024). Good management in the work of an agency, company or certain institution provides ease for employees to carry out their duties and responsibilities. Management is the art of organizing, maintaining, communicating and utilizing all existing resources in an organization by utilizing management functions so that the organization can achieve its goals effectively and efficiently (Niswaty, 2014; Rachida, 2020; Ratminto & Winarsih, 2015)

Administration functions to record something that happens in an organization so that it can be used as information or as data for leaders to make or make decisions (Anitasari, 2016; Hermanto et al., 2020; Rahman, 2023; Suprianto & Suci, 2024). Administrative management is the subject of this research. The development of an agency can be seen from its management, for example in the management of its

administrative administration (Arhas et al., 2022; Isgunandar et al., 2024). The implementation of administrative management can be implemented properly and maximally if the existing human resources and infrastructure facilities are able to support the activities that are carried out. Responsible and competent resources can manage the administration well.

The Personnel and Human Resources Development Agency (BKPSDM) in Bantaeng Regency has a fairly good scope of work if you pay attention to the organizational structure. BKPSDM Bantaeng has responsibility for all regional apparatus work units consisting of the regional secretariat, KOPRI secretariat, Secretariat of the Regional People's Council (DPRD), and many other agencies up to the sub-district level. Thus, the BKPSDM of Bantaeng Regency needs to pay attention to all forms of administration of each different agency as a form of optimization of public services given. The breadth of the scope of responsibility of BKPSDM makes the gap in administrative administration in institutions even larger. Especially in administrative services such as the lack of support in the reception of correspondence administration which is still not good. Even incoming letters are usually stored first or in the sense of being tethered to be reported to the relevant leaders. In that case, sometimes employees are not ready in place if needed, such as the need for facilitation services for the issuance of taspen participant cards or husband-wife cards that have interests with the Personnel and Human Resources Development Agency (BKPSDM). Therefore, the administrative performance at the BKPSDM Bantaeng Regency is improved by considering the implementation of its administrative management function.

2. Method

The approach used in this study is a qualitative descriptive approach. The research method is based on the philosophy of post-positivism. Used to research on natural object conditions, (as a cloud is an experiment) where the researcher is a key instrument, data source sampling is carried out purposively in addition to being a data source sampling technique with certain considerations, for example the person is considered to know the most about what we expect because it is expected, the collection technique with triangulation (combination), data analysis is inductive/qualitative, and the results of qualitative research emphasize meaning more than generalization. (Suprianto, 2024).

The type of research used in this research is descriptive research with the aim of describing or describing something as it is in reality so that it can depict a good picture of what happened on the surface. Qualitative descriptive research aims to describe, describe, explain, describe and answer in more detail the problems that will be examined by teaching as much as possible an individual, a group or an event. This research was acknowledged at the General and Personnel Sub-Division of the BKPSDM (Personnel and Human Resources Development Agency) office of Bantaeng Regency, J. Andi Mannappiang, Bantaeng, Suawesi Seatan. The data collection technique is the main step in nailing research, because the main purpose of research is to obtain data. To obtain information that is in accordance with the focus of the research, the techniques that will be used in data collection are observation, interviews, documentation

The validity of the data aims to increase the level of trust related to how far the truth of the research results is. In order to ensure the validity of the data or the accuracy of the data obtained from the research, it is acknowledged by: extension of observation, diligence in research, triangulation and Member Check.

Data Analysis Techniques According to Mies & Huberman, activities in qualitative data analysis are carried out interactively and are also recognized continuously until the end, namely data reduction, data condensation, data display, and verification. (Miles, 1994).

3. Result and Discussion

3.1 Administrative Planning to Improve the Administrative Performance of BKPSDM Bantaeng Regency

In the process of planning and preparing administrative programs to improve administrative performance in the general part of the BKPSDM of Bantaeng Regency, the agency is also involved in the peak process. Daam ha improves administrative performance by nailing planning, the main focus is to have employees/workforce who have adequate skills, ensure the availability of adequate facilities and infrastructure, and utilize existing resources effectively and efficiently to achieve the desired goals effectively. The recruitment process for the Bantaeng Regency BKPSDM is recognized in accordance with existing regulations and is admitted to be very strict and disciplined. In addition, administrative planning to improve administrative performance in the general part of the Bantaeng Regency BKPSDM pays attention to the peak of the work program that has been prepared. Every organization must have a goal that must be achieved as a measure of success. So with the administrative staff in the general part of the BKPSDM Bantaeng Regency has targets to be achieved, especially in improving administrative performance.

Based on the data analysis that has been recognized, the administrative management plan to improve the administrative performance of the Bantaeng Regency BKPSDM has been recognized as much as possible. In the planning stage of administrative management, it improves administrative performance, namely by nailing the preparation of work programs, recruiting employees, striving for a competent workforce and adequate facilities and infrastructure, as well as the division of labor in accordance with their respective competencies. This planning is also called employee planning and program planning. Employee planning includes the recruitment of employees and the development of a competent workforce, while program planning includes the preparation of work programs and the division of employee labor. The work program prepared by the Bantaeng Regency BKPSDM has a time limit, this is because employees can have targets and responsibilities to quickly complete it but still pay attention to the effectiveness of the work program.

3.2 Organizing Administration in Improving the Administrative Performance of the Bantaeng Regency BKPSDM

Organizing in administrative management is very important, as it helps to place individuals on tasks and responsibilities that are in accordance with their interests. The organization of administration in the general part of the Bantaeng Regency BKPSDM is acknowledged by compiling and presenting employee data. Employee data is compiled and presented in soft fie and will also be presented in hard fie form. In the peak of administrative management, it is not only important for a leader to know the potential of his staff. In addition, it is also important for them to design and implement the available resources according to their capabilities. The goal is to be able to coordinate the wishes of each staff and build coordination between the coordinator of administrative personnel and their subordinates. Employee discipline is also a benchmark for performance at the Bantaeng Regency BKPSDM. Saah is a form of employee discipline, namely by prioritizing attendance. The presence of good employees will certainly have a good impact on the organization, such as the achievement of targets, good office performance, good service and employee performance can increase.

The organization of administrative management in improving the administrative performance of the Bantaeng Regency BKPSDM is recognized, namely by the division of duties and responsibilities, the preparation and presentation of employee data, mutations and promotions that are recognized in accordance with employee competence, as well as discipline that must be maintained. In the Bantaeng Regency BKPSDM, the division of duties and responsibilities is acknowledged by making a position analysis and workload analysis. And with the division of duties and responsibilities, it will make it easier for leaders to control the administrative performance of employees and will add a sense of responsibility to employees.

3.3 Direction/Implementation of Administrative Procedures to Improve the Administrative Performance of BKPSDM Bantaeng Regency

The implementation or direction stage in management is a step to realize the results of previously determined planning and organizing, by using available resources efficiently and effectively. In the context of administration, implementation or direction means moving and providing direction to achieve goals, so that administrative activities such as recording, archiving, and services can be carried out properly. and can improve administrative performance in the general section of the BKPSDM of Bantaeng Regency. In an effort to improve administrative performance in the general section of the BKPSDM of Bantaeng Regency, it is certainly not an easy thing. To realize quality administrative personnel and have quantity in their performance, therefore, the head of the agency needs to be directly involved in the administrative implementation process, both through written communication and behavior, in order to support improved administrative performance. It can be concluded that the BKSPDM of Bantaeng Regency carries out its coaching routinely, namely every working hour by looking at the attendance of each employee. Then the attendance will be summarized every month and reported to the leadership. So employees who rarely come to the office will be called and coached internally so that they can be more disciplined in attendance and improve their performance. Implementation/direction of administration in improving the administrative performance of the Bantaeng Regency BKPSDM is by having the leadership directly involved in implementing administration such as providing direction through coaching or training so that all forms of archiving, disposition letters, and SKP can be implemented quite well even though they are not in accordance with expectations. For this reason, the leadership and head of each section provide direction and coaching so that employees are able to work and achieve targets in order to achieve common goals. The things that are done include the training provided which is a form of direction given to employees so that they can work according to their respective roles or duties to achieve goals and can improve their respective performance.

4. Administrative Supervision Improves the Administrative Performance of BKPSDM Bantaeng Regency

The stages of supervision are acknowledged to ensure that all previous stages are well established and do not deviate. To be able to realize the improvement of the administrative performance of the Bantaeng Regency BKPSDM, it is not necessary to intervene with the agency, which is involved in the administrative supervision process. At the supervision stage, the Bantaeng Regency BKPSDM seau nailed the evaluation of administrative performance. Performance evaluation is acknowledged in a fairly easy way, namely by using the e-performance application. It can be concluded that one of the supporting factors in administrative management in improving the administrative performance of the Bantaeng Regency BKPSDM is good cooperation between each employee. Good cooperation not only has a good impact on the administrative performance of the Bantaeng Regency BKPSDM, but also has an impact on strong relationships between employees. Employees will feel competitive with each other and will also build strong social relationships both in the office and in the office.

Based on the above presentation, it can be seen that according to Mrs. Fatwa, skills and communication between employees are supporting factors in improving administrative performance at BKPSDM Bantaeng Regency. However, the skills in Bantaeng Regency BKPSDM employees can be said to be a supporting factor in improving administrative performance in Bantaeng Regency BKPSDM employees. This is because, according to the informant, the abilities and skills possessed by Bantaeng Regency BKPSDM employees are still an obstacle that is often found and of course Peru is still being improved. The abilities and skills of Bantaeng Regency BKPSDM employees will be focused on the inhibiting factors. Meanwhile, communication is a basic need for employees that must be possessed by every employee. This communication is of course used to compete in sharing information in the office, conveying things and interacting with each other.

Administrative supervision improves the administrative performance of the Bantaeng Regency BKPSDM, namely by using a single application called e-performance. The application will be evacuated from the performance of the employee, whether it is in accordance with the performance target or not.

If the target is appropriate, improvements and improvements will be made. This improvement is certainly useful to overcome existing problems and make the right souisi.

5. Conclusion

Based on the research that has been acknowledged, several conclusions can be drawn as follows. The implementation of the administrative management function of the Bantaeng Regency BKPSDM has improved administrative performance quite well even though it is not in accordance with what is expected. (a) Planning/Panning is recognized by compiling work programs, recruiting employees, striving for a competent workforce and adequate facilities and infrastructure as well as the division of labor in accordance with each competence; (b) Organizing is recognized by the division of duties and responsibilities, the preparation and presentation of employee data, mutations and promotions that are recognized in accordance with employee competencies, as well as discipline that must be maintained; (c) Actuating is acknowledged by the way the leadership participates in the process of being involved in the process such as providing direction through coaching or instruction so that the form of filing, correspondence, disposition, and SKP can be implemented properly; (d) Supervision/Controing is recognized using e-performance applications.

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