ABSTRACT

Work related load is a series of activities that must be completed by the holder of the office within a certain period. Most employees who work in the Tritya Eye Clinic have subjective work related load. This research was conducted to analyze the position and design of work on labor administration and paramedic in the Tritya Eye Clinic surabaya

This was research with observation cross sectional approach and descriptive. Interview and observation on 10 paramedics and 2 persons of administration as the respondent. The subject of research was taken from the total population of paramedics and administrative personnel Tritya Eye Clinic.

The results of the research showed that the paramedics and administration concerning the job description by them, so that there is still a mismatch of job description to the specifications possessed it needs to the job according to the job specifications.

For the task variations task particularly in social charity and talk show are only done by some labors. For the competency, yet the training is undertaken by the administration labor. Available working time, the nurses are work over time and it is exceed the standard time which is specified by department of labor.

The conclusion that can be drawn from this research is the redesign of the paramedics and administrative in the Tritya Eye Clinic are job description, task variation, competence and the working time.

Keywords: job design and job analysis