

RINGKASAN**MODEL PENEMPATAN PEGAWAI YANG OPTIMAL DENGAN METODE
PENUGASAN DI YAYASAN KEFARMASIAN SURABAYA
SEKOLAH MENENGAH FARMASI SURABAYA****Sri Sulami Endah Astuti**

Persoalan Penugasan (*"assignment problem"*) termasuk jenis persoalan transportasi. Dengan demikian penugasan dapat dipecahkan dengan metode transportasi dan metode penugasan. Persoalan penugasan adalah bentuk khusus dari masalah program linier, dimana *"assignment"* ditunjuk untuk melaksanakan suatu pekerja (taks). Kedua metode ini merupakan metode yang efisien apabila dibandingkan dengan simplek.

Tujuan penelitian ini adalah model penempatan pegawai yang optimum dengan menggunakan metode penugasan di Yayasan Kefarmasian Surabaya Sekolah Menengah Farmasi Surabaya. Metode penugasan dapat membantu pimpinan membuat suatu keputusan dalam penempatan pegawai untuk menempati posisi yang tepat, dimana keputusan tersebut harus berdasarkan pada data yang tepat dan lengkap, serta mempunyai dasar yang rasional sehingga dapat dipertanggung jawabkan. Sering kali keputusan yang di ambil oleh pimpinan (pengambil keputusan) dengan hanya berdasarkan pada pengalaman dimasa lampau, pengalaman pribadi, instuisi, perkiraan dan sebagainya.

Metode yang digunakan adalah observasional dengan rancangan *cross-sectional*, variabelnya adalah pegawai dan lowongan pekerjaan. Analisis data yang digunakan adalah metode penugasan dan metode NFGDT yang dipakai dalam menentukan alokasi pegawai yang ada pada Sekolah Menengah Farmasi Surabaya untuk ditempatkan pada Sub bidang Tata Usaha, Sub bidang Laboratorium,, Sub bidang Pengajaran.

Hasil perhitungan manual dari 11 pegawai yang akan dialokasikan menunjukkan bahwa yang teralokasi pada sub bidang Tata Usaha ada 5 orang pegawai (dengan 5 alokasi tempat yaitu Ka TU, Bendahara, Perpustakaan Gudang dan UKS), bidang Laboratorium ada 3 orang pegawai (dengan 3 alokasi tempat yaitu Koor Lab Alkes & Farmakognosi, Koor Lab Resep, Koor Lab Kimia) dan pada bidang pengajaran ada 3 orang pegawai (dengan 3 alokasi tempat yaitu Kasi Pengajaran, Kurikulum dan BP).

Dengan hasil perhitungan pegawai C,D,F,G dan K pada Sub Bidang Tata Usaha dengan posisi pegawai C pada Perpustakaan dengan skor 7.76, pegawai D pada Gudang dengan skor 9.00, Pegawai I pada UKS dengan skor 7.57, Pegawai G pada Bendahara dengan skor 7.14, Pegawai K pada Ka TU dengan skor 8.76, pegawai A, B dan E pada Sub bidang Laboratorium dengan posisi pegawai A pada Koor Lab Alkes & Farmakognosi dengan skor 8.19, Pegawai B pada Koor Lab Resep dengan skor 8.52 dan pegawai E pada Koor Lab Kimia dengan skor 8.76, pegawai H.I dan J pada Sub Bidang Pengajaran dengan posisi pegawai H pada Kurikulum dengan skor 8.32, Pegawai F pada BP dengan skor 8.19 dan pegawai J pada Kasi Pengajaran dengan skor 8.95.

Metode penugasan adalah suatu metode yang sederhana untuk diterapkan dalam membantu pengambilan keputusan penempatan pegawai. Metode penugasan ini tidak hanya digunakan dalam penempatan pegawai saja, tetapi juga bisa diaplikasikan ke hal lain.



SUMMARY**AN OPTIMAL EMPLOYEE PLACEMENT MODEL USING ASSIGNMENT
METHODE IN SURABAYA PHARMACY FOUNDATION,
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Assignment problem is include in the problem of transformation. Therefore, this problem can be overcome by using transformation method and assignment method. Assignment method is particular from of linier program problem, in which assigners are assigned to implement certain tasks. Both methods are more efficient compare to simplex method.

The objective of study was to create an optimal employee placement using assignment method in Surabaya Pharmacy Foundation, Pharmacy High School, Surabaya. Assignment method can help the management to make decision on employee placement so that they can be placed in appropriate positions. The decision should be based on accurate and complete data that have rational basis, so that those decisions can be reliably accounted for. It is not infrequent that the decision make by management (decision makers) is only based on past experience, personal experience intuition, prediction, etc.

This was a cross-sectional observational study. The variables were employees and position. Data analyses used were assignment method and NFGDT method in determining employee allocation in Surabaya Pharmacy Foundation, Pharmacy High School, Surabaya, to hold positions in administrative, Laboratory and teaching divisions.

Results of manual assessment to 11 employees to be allocated revealed that those allocated in Administrative Division were 5 employees (with 5 positions, i.e., Manager, Treasurer, Library, Warehouse and school Clinic), in Laboratory Division 3 employees (3 positions, Coordinators of Health Equipment and Pharmacognocny Laboratory, Recipe Laboratory, Chemistry Laboratory), and in teaching Division 3 employees (3 positions, Head, Curriculum and Student Consultant).

The allocation was as follows: Employees C, D, I, G and Kin Administrative Division, with employee C in Library with score of 7.76, employee D in warehouse with score 9.00, I in Scholl Clinic with score 7.57, G as Treasure with score 7.14, and K as Administrative Manager with score 8.57. Employees A, B and E in Laboratory Division with employee A as Coordinator of Health Equipment and Pharmacognocny Laboratory wit score 8.19, employee B as Recipe Laboratory with score 8.52 and E as Chemistry Laboratory with score 8.76. Employees H, F and J in Teaching Division with employee H in Curriculum with score 8.32, employee F in School Consultant with score 8.19, and J as the Head of Division of Teaching with score 8.95.

Assignment method is a simple method to be applied in assisting the process of decision making regarding employee placement. Besides its application in employee placement, it can also be applied in other problems.



ABSTRACT

AN OPTIMAL EMPLOYEE PLACEMENT MODEL USING ASSIGNMENT METHODE IN SURABAYA PHARMACY FOUNDATION, PHARMACY HIGH SCHOOL SURABAYA

Sri Sulami Endah Astuti

The purpose of this study was to find a placement model for 11 employees to 11 position in Surabaya Pharmacy Foundation, Pharmacy High School, Surabaya to assist the decision makers to place employees to appropriate position using assignment method in order to obtain optimal results.

Step taken in the placement were as follows. First, Scoring was carried out by three panelists to 11 employees who were going to be allocated in 11 working position. Scoring was also carried out by the employees on themselves regarding their placement with weighing 4:3, second, opportunity cost tables were made to the score resulted from the weighing, producing a matrix of 11 x 11. The highest score in each cell and all cell were subtracted with the highest score (9), resulting in cell with zero value. Third, all values in each row were subtracted with the lowest value in the respective row. This process was also carried out in the columns, so that all rows and columns had cell with zero value. If all rows and columns had cell with zero value, whether optimal placement had been obtained or not could be determined by drawing vertical and horizontal lines in opportunity cost table through cells with zero value. If the number of lines through these cells was similar to the number of columns or rows, optimal solution had been obtained.

Results obtained in this assessment were follows : Employee A was assigned Coordinator of Health Equipment and Pharmacognosy Laboratory, Employee B as Coordinator of Recipe Laboratory, C in Library, D in Warehouse, E as Coordinator of Chemistry Laboratory, F as Student Consultant, G as Treasure, H in Curriculum, I in School Clinic, J as the Head Division of Teaching, and K as Administrative Manager. The total score was 90.97.

Key words : Assignment method, scoring, weighing, opportunity cost table, optimal solution, matrix.

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xii