

ABSTRACT

This study is a model of thinking to establish the organization structure based on job analysis. The objective of the study is to establish the organization structure of administration division of East Java health services realization to decentralization policy based on job analysis approach.

Administration division is chosen as the object of study because of central government transferred the resources: personnel, budget, equipment and documentation to the local government. As the local government responsible for the resources, have many impact to main job, work volume and the authority of administration division in health organization.

The study design is qualitative analysis of the outcome of in depth interview and the questioner about the job had been done and the one that should be done by the administration division as a supporting staff in order to support the others divisions as a line staff.

The result of job analysis is a job description that consist of two parts : (1) 15 general job and (2) 84 technical job. The technical job consist of (a) 19 general administrative duties, having to do with protocol and internal services (b) 16 equipment administrative duties (c) 19 personnel administrative duties (d) 18 financial administrative duties (e) law and public relation administrative duties.

The are two alternative recommendation of the study with regard to organization structure. The first alternative is taken as recommendation of organization structure of administration division in East Java province health service by the consideration (1) the challenge of organization at present (2) the challenge of organization at the time of transition (3) the challenge of organization in the future.

Head of administrative division, should have some qualification as a job specification having administration scholar, grade IV/a, working skill mentally and socially. As the middle manager should have human skill and conceptual skill, and personal standard (1) the intelligence as well as the scholar (2) the steady ability leadership (3) the effective communication ability (4) the higher moral virtues (5) good judgment (6) full of initiative.

Keywords : Job analysis, job description, job specification, organization structure.