

ABSTRACT

PT. LGI is a manufacturing company that focuses on the production of clothing such as men's and women's sleepwear, men's and women's outerwear, jackets, men's and women's underwear, bed linen and thick blankets. This company has been running its business for 36 years. In carrying out the company's business processes, employees do not have job description documents and job requirements that are in accordance with the standards in general and have not been able to explain the position informally. This becomes a lack of companies in providing job information to a position. At present the company is experiencing changes in organizational structure in the PPIC Division. This research was carried out based on these two things which improved job analysis and according to company needs. Job analysis that will be corrected from the analysis of existing positions will result in job descriptions and job requirements. This improvement uses the observation method by collecting data using interviews and questionnaires. Operational standards procedures help understand business processes in the department. This research is continued with the design of occupational classes, where this will help provide information about the criteria for the overall workload and the level of difficulty. This is done to respect work position, motivate employees and optimize company operations. This calculation uses the AHP technique in calculating weights to achieve a goal. This study produced 13 job description documents and job requirements for each position as well as the results of class positions in the PPIC Department.

Keyword: *Job analysis, structure organization, interview, questioner, job class, AHP.*