

ABSTRACT

Founded in 1999 under a different name and then changed its name in 2003 PT XYZ is a subsidiary of the largest oil and gas company in Indonesia located in DKI Jakarta that focuses on developing Human Resource Management. At present there are several problems that arise due to job analysis at PT XYZ companies, namely the overload of the duties and responsibilities of employees and the absence of standard conditions for occupying several positions so as to result in not achieving targets on the determined deadline and agreeing together and some staf must work overtime so that the work can be overcome. In this research, a job analysis design was carried out at PT XYZ by designing the resulting questionnaire data and interview results that would produce a Job Description and Job Specification to help the Man Power Supply division which was in the development stage so that the performance of the employees would be more optimal. Job analysis in the Man Power Supply division results in a reduction in duties and may have an effect on increasing the number of staf in the Administration Staf, Billing collection and Billing Collection Coordinators. The method used is the Benchmark method. The comparison company is the central company of PT XYZ with the aim that the credibility has become a reference.

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