

## **ABSTRACT**

*PT XYZ is a company engaged in Manufacturing where the products it produces are bags and accessories by maintaining the quality of products and services. In 2021, PT XYZ experienced a problem, namely a decline in sales caused by several factors. To determine the best solution, an analysis of the choice of solutions was carried out, and the biggest factor was determined, namely the delay in the production process due to the failure to achieve the procurement of production raw materials due to the absence of a job description in the Logistics Department. So this study focuses on designing a job analysis in the Logistics Department which contains job descriptions and job specifications.*

*In the process of designing the job analysis using a qualitative method with a case study approach. The objects in this design process are all job holders in the Logistics Department, totaling 21 positions. This study uses two data sources, namely primary data and secondary data obtained using interview techniques, questionnaires, and a review of the Occupational Information Network (O\*Net). The sample in this design is a representative from each position that has met the respondent's criteria. This research produces a proposed job analysis design that will be allocated for all positions in the Logistics Department, totaling 21 positions. This study resulted in the design of the proposed format for job descriptions and specifications for each position holder that contained information about job analysis.*

*For the implementation of the design results, socialization is needed to all job holders. The design of the proposed job analysis in the Logistics Department can be used as an evaluation related to the implementation of job analysis and can be used as a guide for employees. It is hoped that the proposed job analysis design will increase the productivity and performance of employees in the Logistics Department.*

**Keywords: Job Analysis, Job Description, Job Specification**