

Original Article

Recruitment Pattern for Regency Non-Permanent Employees at the Gayo Lues Regency People's Representative Council Secretariat

Juliarmann Gp^{1✉}, Dahlan A. Rahman², Effendi Wahyono³

^{1,3} Universitas Terbuka.

² Universitas Malikussaleh

Correspondence Author: juliarmangp@gmail.com[✉]

Abstract:

The recruitment pattern for non-permanent employees of the Secretariat of the People's Representative Council for Gayo Lues Regency is implemented in accordance with Law of the Republic of Indonesia Number 5 of 2014 concerning State Civil Apparatus, consisting of Civil Servants (PNS) and Government Employees with a Work Agreement (PPPK). This has been implemented since the issuance of Gayo Lues Regent Regulation Number 29 of 2018 concerning Delegation of Authority to Sign the Appointment of Regency Non-Permanent Employees within the Gayo Lues Regency Government. The aim of carrying out this research is to determine the Recruitment Pattern of Regency Non-Permanent Employees (PTTK) at the Gayo Lues Regency People's Representative Council Secretariat. This research uses a qualitative approach. This research is classified as case study research. Data collection was carried out through observation, interviews and literature study. Data analysis was carried out descriptively through the stages of data reduction, data presentation as well as conclusions and verification. The research results of the Gayo Lues Regency Government show that there are still problems with recruitment and budgeting of ASN. Non-Permanent Regency Employees (PTTK) are still needed. Budgeting can be adjusted to the financial capabilities of the Gayo Lues Regency Government. The Secretariat of the Gayo Lues Regency People's Representative Council (DPRK) is an element of administrative services and provides support for the duties and functions of the DPRK. Implementation of the duties and functions of the DPRK as well as providing and coordinating expert personnel required by the DPRK in carrying out its rights and functions in accordance with needs. In order to support the smooth running of the DPRK Secretariat's duties in facilitating the implementation of the duties and functions of the Gayo Lues DPRK, it is necessary to appoint non-permanent district employees (PTTK) for the Gayo Lues DPRK Secretariat.

Keywords: Pattern, Recruitment, Regency Non-Permanent Employees.



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Introduction

The recruitment pattern for non-permanent PPTK employees in the Gayo Lues district government in the Secretariat Organization of the People's Representative Council which is a forum for a group of people who work together to achieve a predetermined goal. Organizations consist of two types, namely public organizations that are oriented towards public services and private organizations that are profit oriented. In achieving its goals, an organization, be it a public organization or a private organization, is determined by several aspects, including human resources which are a vital aspect in an organization. [Bambang \(2016\)](#).

The phenomenon that occurs in Indonesian society indicates an awareness of the importance of the humanitarian dimension in the implementation of development. This can be seen clearly from the shift in development orientation. The orientation that started from thinking that assumed human resources were the object of development has changed to one that assumes that human resources must play an active role as subjects involved in the development process. From shifts in paradigms and conceptions as well as various phenomena that occur in society, we can essentially understand how important the aspect of human resources is in every organization. This indirectly raises the awareness that an organization's effectiveness will ultimately boil down to the quality of its people. The importance of human qualities is due, because humans have an essential dimension as "key holders of success" in every organization, so there is a growing belief that confirms that the ability to manage people in an organization in an effective way will help to improve the quality of work and productivity of the organization. In other words, it can be simply concluded that people who are treated well will be motivated and have greater effort to do their work better so that in the end it will increase the salary and wages they receive, and will use greater energy to complete their tasks. [Syafuruddin, S. E. \(2022\).](#)

One factor from the informal component that has an important role in building human resources in the organization is personnel management. Personnel management is a field of management that regulates human relationships and roles in organizations. The element of personnel management is the humans who are the workforce in the organization. Formal and informal components in an organization will be useful as a link between the organization's motives and the members or human resources of the organization. However, it is necessary to realize that each member of the organization has different goals and they are not in accordance with the goals of the organization. Differences that occur significantly will have negative consequences for the organization. Therefore, it is very necessary to have a good personnel management system to integrate the diversity of interests so that organizational members can achieve harmony in goals. Human resource management is the science and art of managing the relationships and roles of the workforce so that they are effective and efficient in helping to realize the goals of a company, employees and society. [Hasibuan \(2020\).](#)

A good personnel management system is a challenge for every organization. The challenges for these organizations specifically concern how to get around the preparation of the personnel management system, and how to implement it in sustainable organizational management. The Secretariat of the Gayo Lues Regency People's Representative Council is an element of administrative services and providing support for the DPRK's duties and functions, namely having the task of carrying out secretarial and financial administration, to support the implementation of the DPRK's duties and functions as well as providing and coordinating the expert staff required by the DPRK in carrying out its rights and functions. as needed. Recruitment is the process of selection and attraction, placement for management control. Management control is the process by which leaders influence organizational members to implement organizational strategies. [Muhammad Subhan. \(2023\).](#)

Management functions generally involve planning, organizing, implementing and supervising personnel. Personnel management has functions related to the process of acquiring, training, assessing and compensating employees, paying

attention to their work relationships, health, security and justice issues. It is known that personnel management is one of the keys to success for an organization in achieving its goals and achieving increased employee performance. Government organizations in general have good personnel management systems, however, there are still many organizations that experience problems in implementing personnel management. This is because most leaders in an organization are still unaware of the importance of personnel management which is the key to the organization's success in achieving its goals. [Dessler \(2015\)](#).

One of the functions of human resource management is carrying out recruitment. Recruitment is the process of selection and attraction, placement to obtain employees who suit the needs of the organization. A recruitment process that produces suitable employees will help achieve organizational goals. Recruitment is a process of gathering prospective office holders who are in accordance with the employee's plan to occupy a certain position in the job function (employee junction). In accordance with Law of the Republic of Indonesia Number 5 of 2014 concerning State Civil Apparatus. State Civil Apparatus (ASN) employees consist of Civil Servants (PNS) and Government Employees with Work Agreements (PPPK) and there is no longer the term non-permanent employee. Implementation in the regions, especially Gayo Lues Regency, has not been able to fully implement these regulations, this can be seen from the issuance of Gayo Lues Regent Regulation Number 29 of 2018 concerning Delegation of Authority to Sign Appointments for Non-Permanent Employees.

The Gayo Lues Regency Government is still having problems with recruiting and budgeting for ASN, while to support government affairs it still needs Regency Non-Permanent Employees (PTTK) whose budgeting is adjusted to the financial capabilities of the Gayo Lues Regency Government. The implementation of this policy actually aims to help general functional positions and certain functional positions to facilitate services to the community and obtain quality employees, namely employees who are smart, skilled and competent, can work hard, are creative and have high morals. Recruitment is an activity to attract a group of candidates to fill vacant positions within the organization, while selection is the process of selecting new workers for the organization from available candidates. Recruitment and selection is an activity carried out by an organization in planning employee needs. [Normi \(2018\)](#).

Methods

The implementation of this research was directed at obtaining data through observation, interviews and literature study regarding employee procurement to find out the Recruitment Pattern for Regency Non-Permanent Employees (PTTK) at the Gayo Lues DPRK Secretariat. To obtain this data, various research stages were carried out as follows.

Research Stages

a) Preparation

In the preparation stage, what is carried out is to obtain permits and report research plans to the relevant agencies, then create a list of questions and conduct document research as a basis for developing a research conceptual framework. Apart from that, the basic assumptions or assumptions of the research and the methods that will be used are also prepared. The factors from the research plan are compiled into a

research proposal. In the preparation stage, an instrument was also prepared in the form of an interview guide which was used in data collection.

b) Implementation

The research was carried out from September 2022 to March 2024. The research was carried out directly by researchers at the research location during the period during which the research was carried out. Before conducting research interviews, researchers first conducted a literature study to obtain secondary data regarding employee procurement. A literature study was also carried out to find out theories regarding PTTK recruitment patterns. Data collection in this research was also carried out by conducting direct interviews with research sources, who were deemed capable of answering the research questions, including the Secretary of the Regency People's Representative Council (DPRK) Gayo Lues as the key informant.

Apart from that, interviews were also conducted with other sources who were believed to be able to provide answers that support the implementation of the research, namely the Regional Secretary of Gayo Lues Regency, Head of the Gayo Lues Regency Human Resources Development Personnel Agency, Non-Governmental Organizations, Head of the General Section of the Gayo Lues DPRK Secretariat, Head Legal and Court Division of the Gayo Lues DPRK Secretariat, Head of the Administration and Household Subdivision of the Gayo Lues DPRK Secretariat, Young Expert Legal Analyst of the Gayo Lues DPRK Secretariat and several employees of the Gayo Lues DPRK Secretariat. Carrying out the research, the researcher conducted the interviews himself using an instrument in the form of an interview guide that had been prepared previously.

c) Reporting

Furthermore, after the data is obtained, research data can be processed and analysed. Data processing and analysis is carried out based on analytical methods that have been previously planned and included in the research proposal. The results of data analysis are then used to draw conclusions and generalizations. At this stage, a research report is also carried out. The subject to be researched is the Secretariat of the Gayo Lues Regency People's Representative Council, while the object to be researched is the Recruitment Pattern for Regency Non-Permanent Employees (PTTK). This research is research that discusses the Recruitment Pattern of Regency Non-Permanent Employees (PTTK). Data analysis was carried out using qualitative descriptive analysis techniques. Descriptive analysis was carried out by providing an overview of the Regency Non-Permanent Employee Recruitment Pattern (PTTK) obtained through observation, interviews and literature study. Then analysis was carried out through study and presentation of the Recruitment Pattern for Non-Permanent Employees in Gayo Lues Regency, as the research object. Data obtained from interviews, observations and literature studies were collected, edited and categorized and the patterns were searched for suitability for later analysis. Data analysts were directed to describe the Recruitment Pattern of Regency Non-Permanent Employees (PTTK) at the Secretariat of the Gayo Lues Regency People's Representative Council, through detailed analysis of report data from the informant's point of view, and the behaviour of research subjects in natural settings.

The data that has been analysed is then tested with theories regarding employee recruitment which have been described in the theoretical study as the basis for the research. This is done to determine the suitability between theories and the

phenomena that occur. From the results of the description, the researcher then draws conclusions through interpreting the results of the analysis. According to the qualitative description analysis in this research, it was carried out based on the data analysis method, the two authors stated that the activities in qualitative data analysis took place continuously until completion until the data was saturated. [Abdussamad, 2021](#).

Activities in qualitative data analysis are described as follows:

1) Data Reduction

Data reduction can be interpreted as a selection process, focusing attention on simplification, separating rough data that emerges from notes found in the field so that data changes from the previous state into new and better data or irrelevant data can be discarded, which relevant and then processed to be presented. So only valid data will be presented.

2) Data Presentation

After reduction, the next step is to display or present the data. The most frequent display of qualitative research data in the past has been narrative text." Narrative text is most often used to present qualitative data. In this research, the presentation of qualitative data was carried out in a detailed, complete and accurate manner. The presentation of data is expected to facilitate understanding of the data obtained so that we can take the next steps based on the data that has been understood. [Abdussamad, 2021](#).

3) Conclusion and verification

After reducing and presenting the data, the third step in qualitative analysis is drawing conclusions and verification. The initial conclusions put forward are still temporary and will change if strong evidence is not found to support them at the next stage of data collection. The conclusions put forward must of course be supported by valid and consistent evidence so that a credible final conclusion can be produced. [Abdussamad 2021](#).

Results

1. Description of the Research Object

Gayo Lues Regency is one of the twenty-three regencies/cities in Aceh Province. The territorial boundaries of Gayo Lues Regency and other regencies in Aceh Province are as follows:

1. North: Central Aceh, Nagan Raya and East Aceh
2. South: Southeast Aceh, Southwest Aceh and South Aceh
3. East: Aceh Tamiang and Langkat (North Sumatra)
4. West: Southwest Aceh and Nagan Raya

Table 1. Population, Population Growth Rate, According to District in Gayo Lues Regency in 2022

District	Population (thousand)	Population Growth Rate Per Year 2020-2022 (%)
Kuta Panjang	9.741	2,1
Blang Jerango	7.500	0,89
Blangkejeren	32.423	6,93
Putri Betung	9.657	2,81
Dabun Gelang	7.051	1,55
Blang Pegayon	6.641	1,32

Pining	5.239	0,75
Rikit Gaib	4.650	0,72
Pantan Cuaca	4.490	0,86
Terangun	9.816	1,54
Tripe Jaya	5.923	0,81
Total	103.131	20,29

(Source: Gayo Lues Regency in Figures for 2023)

The Gayo Lues Regency Government Centre is in Blangkejeren District which is the capital of this district. Gayo Lues Regency has eleven sub-districts consisting of, Blangkejeren District, Blang Pegayon District, Putri Betung District, Kuta Pajang District, Blangjerango District, Terangun District, Tripe Jaya District, Dabun Gelang District, Pining District, Rikit Gaib District and Pantan Weather District. The Gayo Lues Regency area at the astronomical boundary is at 96° 43' 24" - 97° 55' 24" East Longitude and 3° 40' 26" – 4° 16' 55" North Latitude. Gayo Lues Regency to the east borders Aceh Tamiang Regency, Langkat Regency (North Sumatra Province). Meanwhile, to the west it borders Southwest Aceh Regency, Nagan Raya Regency and South Aceh Regency. To the north it borders Central Aceh Regency, and East Aceh, Nagan Raya Regency and to the south it borders South Aceh, Southeast Aceh and Southwest Aceh Regencies. The Gayo Lues Regency area is located at an altitude of 100-3000 meters above sea level (masl), 56.08 percent of the area is at an altitude of 1000-2000 meters above sea level and 43.93 percent of the area is on a slope above 40 percent in the form of mountains. Gayo Lues Regency has an area of 5,549.91 km² where Pining District is the largest sub-district, namely 24.33 percent of the Gayo Lues area. The furthest sub-district from the capital of Gayo Lues Regency is Rerebe which is the capital of Tripejaya Sub-district, 55 km away.

2. Gayo Lues Regency People's Representative Council

The Gayo Lues Regency People's Representative Council (DPRK) is a regional people's representative institution whose position is as an organizing element of Regional Government, with the aim of increasing regional competitiveness and accelerating the realization of community welfare through increasing empowerment services and community participation by paying attention to the principles of democracy and equality. justice, privilege and paying attention to the specificities of a region in the system of the Unitary State of the Republic of Indonesia. Based on the Decree of the Governor of Aceh Number 171/1439/2019 concerning the Inauguration of the Dismissal and Appointment of Members of the Gayo Lues Regency People's Representative Council. The Gayo Lues Regency People's Representative Council consists of 20 people, consisting of 17 DPRK members and 3 members of the Gayo Lues DPRK leadership, including 1 chairman and 2 deputy chairman. In carrying out the DPRK's duties, Gayo Lues has three main functions, namely: Legislative Function, which is related to the formation of regional regulations; Budget function, is the authority in discussing regional budgets (APBD); The supervisory function is the authority to control the implementation of regional regulations or qanun and other regulations and policies issued by the regional government.

Decree of the Gayo Lues Regency People's Representative Council Number: 170/17/KPTS/DPRK/2022 dated 02 August 2022 concerning Preparation of the Composition of the Equipment for the Gayo Lues Regency People's Representative Council for the 2019-2024 Term of Office, in carrying out its functions as stated above

in the Regency People's Representative Council Gayo Lues is divided into the Gayo Lues DPRK Equipment which consists of: DPRK Leadership, Deliberative Body, Commission, Legislative Body, Budget Body and Honorary Body. Regarding the composition of the DPRK Gayo Lues faction for the 2019-2024 term of office, there are 3 DPRK Gayo Lues factions consisting of the Golongan Karya faction, the Gayo Peduli Joint Fraction and the Gayo Lues Democratic Association.

3. Secretariat of the Gayo Lues Regency People's Representative Council

The Gayo Lues DPRK Secretariat is led by a Council Secretary (SEKWAN) at echelon2 (two) level who is appointed by the Gayo Lues Regent from Civil Servants with the approval of the DPRK Leadership. In carrying out his duties, the SEKWAN is directly responsible to the DPRK leadership, but administratively he is under the Regional Secretary of Gayo Lues Regency. In accordance with Gayo Lues Regent Regulation Number 31 of 2016 concerning Position, Organizational Structure, Duties and Functions and Work Procedures of the Gayo Lues Regency People's Representative Council Secretariat. The organizational structure of the DPRK Secretariat as intended in Article 2 consists of:

- 1) DPRK Secretary Gayo Lues
- 2) General Section, consisting of:
 - a) Administration and Household Subdivision;
 - b) Planning, Finance and Assets Sub-Section.
- 3) Legal and Trial Section, consisting of:
 - a) Legislation and Documentation Sub-Section;
 - b) Sub-Section of Trials and Minutes.
- 1) Budgeting Facilitation and Supervision Section, consisting of:
 - a) Budgeting Facilitation Sub-Section; And
 - b) Supervision and Aspiration Facilitation Sub-Section.

The following is a position analysis and workload analysis at the Gayo Lues DPRK Secretariat which can be seen in table 2 below.

Table 2. Job Analysis and Workload Analysis Gayo Lues DPRK Secretariat

No	Position	Number of Requirements	Number of Available (civil servant))
1	DPRK Secretary Gayo Lues	1	1
2	Head of General Affairs	1	1
3	Head of Legal and Trial Section	1	1
4	Head of Budget Facilitation and Supervision Section	1	1
5	Head of Administration and Household Subdivision	1	1
6	Central and Regional Financial Analyst (Sub Financial Coordinator)	1	1
7	Young Legal Analyst	1	2
8	Young Policy Analyst	2	2
9	Preparing Household Needs and Equipment Plans	1	1
10	Household Manager	1	3

11	Preparing the Fraction Secretariat	1	1
12	Mail Manager	1	1
13	Monitoring, Evaluation and Reporting Analyst	1	1
14	Personnel Manager	1	1
15	Aide	1	0
16	general Administration	1	1
17	Treasurer	1	1
18	Business Travel Manager	1	1
19	State Property Manager	1	1
20	Financial Manager	1	1
21	Analyst of Legislative Regulations and Draft Legislative Regulations	1	0
22	Youth Legislative Drafter	1	0
23	Manager of Legal Studies and Research	1	0
24	Documentation Manager	1	1
25	Conference Manager	1	1
26	Compiler of Minutes	1	1
27	Meeting Notes	1	0
28	Budget Planning Analyst	1	1
29	Budgeting Planning Data Processing	1	1
30	Budget Realization Report Analyst	1	1
31	Surveillance Analyst	1	1
32	Supervisory Report Analyst	1	1
33	Preparation of Supervision Plans	1	1
Amount		34	32

(Source: DPRK Gayo Lues Secretariat)

Based on table 2 above, it can be seen that there are thirty-three positions in the Gayo Lues DPRK Secretariat consisting of the High Leadership Level, namely DPRK Secretary, the Administrator Level including Heads of Sections, the Supervisory Level consisting of Heads of Sub-Divisions as well as Certain Functional Positions and Executive Levels. . The majority of staff requirements at the DPRK Gayo Lues Secretariat are only one person for one position except for the position of Junior Policy Analyst in column number eight where there is a need for two staff members, bringing the total staff requirement to thirty-four people. The number of available Civil Servants (PNS) at the Gayo Lues DPRK Secretariat is thirty-two civil servants who fill these positions, of which there are two positions that do not match employee needs with the number of employee availability, namely in column seven in the position of Young Legal Analyst whose employee needs are only one civil servant, where two civil servants are filled, then in column number ten the position of Household Manager, according to the workload analysis, only one civil servant is needed, but three civil servants are filled, so there are five positions that are not filled. Job analysis and workload analysis at the DPRK Gayo Lues Secretariat can be concluded that there are still two positions that do not match the number of employee needs and the number of employees available, namely the Junior Legal Analyst position and the Household Manager position and there are 5 unfilled positions, namely Adjutant, Analyst of Legislative Regulations and Draft Legislative Regulations, Drafter of Junior Legislative Regulations, Manager of Legal Studies and Research and Meeting Note writer.

4) Regency Non-Permanent Employees (PTTK)

A non-permanent regency employee is someone who is recruited based on the results of selection, meets specified requirements and enters into a work contract agreement with the Gayo Lues regency government to carry out certain tasks. This was done in an effort to optimize the implementation of government affairs and services to the community amidst a shortage of employees with ASN status so that one alternative was to use the services of non-permanent district employees. The Gayo Lues DPRK Secretariat is a public organization that has 2 (two) types of employees, namely Civil.

Servants (PNS) and Non-ASN Employees or known as Regency Non-Permanent Employees (PTTK), in realizing optimal support for the implementation of their duties, functions and authority for the Leaders and Members of the Gayo Lues DPRK. At the Gayo Lues DPRK Secretariat, each PTTK is assigned to each section to assist civil servants in their respective positions and is responsible to the Gayo Lues DPRK Secretary in carrying out their duties. The number of civil servants and PTTK at the Gayo Lues DPRK Secretariat can be seen in table 3 below:

Table 3. PNS and PTTK data at the DPRK Secretariat Gayo Lues in 2023

NO	Position	Number of Employees	
		PTTK	PNS
1	Gayo Lues Secretariat		1
	General Affair		13
	General Administration Assistant	18	
	Experts from the Karya Group Fraction	1	
	Experts from the Gayo Cares Joint Faction	1	
	Experts from the Gayo Lues Democratic Joint Faction	1	
	Fraction Secretariat Administration Assistance	4	
	Office Cleaner	10	
	Office Garden and Park Officer	4	
	Office Security Guard	10	
	Office Night Guard Officer	4	
	Messenger	2	
	Waitress	3	
	Mechanical and Electrical Technical Personnel	2	
	Driver	5	
2	Legal and Trial Section		10
	Assisting the Administration of the Legislative Body	2	
	Commission A Administrative Assistant	6	
	Commission B Administrative Assistant	6	
	Commission C Administrative Assistant	4	
3	Commission D Administrative Assistant	6	
	Budgeting and Supervision Facilitation Section		5
4	Administrative Assistant for the Budgeting and Supervision Facilitation Section		
	Official residence of DPRK Chairman Gayo Lues		1
5	Janitor	2	
	Park Officer	2	
	Security guard	4	
	Night Watch Officer	2	
	Aide	2	
	Cook	2	
	Waitress	2	
5	Official residence of Deputy Chairman I DPRK Gayo Lues		1

	Janitor	2	
	Park Officer	2	
	Security guard	2	
	Night Watch Officer	1	
	Aide	1	
	Cook	1	
	Waitress	1	
6	Official Residence of Deputy Chairman II of the DPRK		1
	Janitor	2	
	Park Officer	2	
	Security guard	2	
	Night Watch Officer	1	
	Aide	1	
	Cook	1	
	Waitress	1	
Amount			

(Source: DPRK Gayo Lues Secretariat)

Based on the data in tables 2 and 3 above, we can see that the number of civil servants in the Gayo Lues DPRK Secretariat is 32 people who are placed in each position in the Gayo Lues DPRK Secretariat, such as the General Section which has 13 civil servants and PTTK Administrative Assistants as many as 18 people assigned to assist the positions of Head of the Administration and Household Sub-Division, Central and Regional Financial Analyst (Financial Sub-Coordinator), Household Needs and Equipment Planner, Household Manager, Fraction Secretariat Preparer, Letter Manager, Monitoring and Evaluation Analyst and Reporting, Personnel Manager, Aide, General Administrator, Treasurer, Official Travel Manager, State Property Manager, and Financial Manager. Each Head of Division has carried out an evaluation of the workload of civil servants in their respective sections in accordance with the existing Job Analysis (ANJAB) and Workload Analysis (ABK), then the need for PTTK in each section emerges which then becomes the forecast for PTTK needs at the DPRK Secretariat Gayo Lues.” (Interview with DPRK Secretary Gayo Lues, Thursday, May 4 2023 at 09:00 WIB at the DPRK Gayo Lues Secretariat).

Table 4. Needs for Non-Permanent Employees of the Gayo Lues Regency DPRK Secretariat

No	PTTK position	Educational background					
		S2	S1	D3	D2	D1	SMA
1	General Affair						
	General Administration Assistant	-	10	4	2	2	-
	Experts from the Karya Group Fraction	1	-	-	-	-	-
	Experts from the Gayo Cares Joint Faction	1	-	-	-	-	-
	Experts from the Gayo Lues Democratic Joint Faction	1	-	-	-	-	-
	Fraction Secretariat Administration Assistance	-	4	2	-	-	-
	Office Cleaner	-	-	-	-	4	8
	Office Garden and Park Officer	-	-	-	-	-	4
	Office Security Guard	-	-	-	-	-	10
	Office Night Guard Officer	-	-	-	-	-	4
	Messenger	-	-	-	-	-	2
	Waitress	-	-	-	-	-	3
	Mechanical and Electrical Technical	-	1	2	-	-	-

Personnel/Soud System Operators						
Driver	-	-	-	-	-	5
Official residence of DPRK Chairman Gayo Lues						
Janitor	-	-	-	-	-	2
Park Officer	-	-	-	-	-	2
Security guard	-	-	-	-	-	4
Night Watch Officer	-	-	-	-	-	2
Aide	-	2	-	-	-	-
Cook	-	-	1	-	-	1
Waitress	-	-	-	-	-	2
Official residence of Deputy Chairman I DPRK Gayo Lues						
Janitor	-	-	-	-	-	2
Park Officer	-	-	-	-	-	2
Security guard	-	-	-	-	-	2
Night Watch Officer	-	-	-	-	-	1
Aide	-	1	-	-	-	-
Cook	-	-	1	-	-	-
Waitress	-	-	-	-	-	1
Official Residence of Deputy Chairman II of the DPRK						
Janitor	-	-	-	-	-	2
Park Officer	-	-	-	-	-	2
Security guard	-	-	-	-	-	2
Night Watch Officer	-	-	-	-	-	1
Aide	-	1	-	-	-	-
Cook	-	-	1	-	-	-
Waitress	-	-	-	-	-	1
Legal and Trial Section						
Legal and Court Administration Assistance	-	3	4	-	-	-
Assisting the Administration of the Legislative Body		2				
Commission A Administrative Assistant		3	2			1
Commission B Administrative Assistant		3	2			1
Commission C Administrative Assistant		2	2			
Commission D Administrative Assistant		3	2			1
Budgeting and Supervision Facilitation Section						
Administrative Assistant for the Budgeting and Supervision Facilitation Section		5	1	1		
Amount	3	38	24	3	6	68
Total				142		

(Source DPRK Gayo Lues Secretariat)

Based on the indicators for forecasting workforce needs, it can be concluded that the DPRK Gayo Lues Secretariat forecasts workforce needs based on Workload Analysis and Position Analysis and then evaluates the workload of civil servants in each position, so that it will be known how many PTTK are needed to support civil servant positions. After evaluating the position, each Head of Division will report to the DPRK Secretary through the Head of the General Department for consideration in determining workforce needs. After evaluating the Job Analysis (ANJAB) and Workload Analysis (ABK), there was a mismatch between the number of employees

required and the existing workload, resulting in a shortage of employees in several executive positions at the Gayo Lues DPRK Secretariat, such as the Adjutant position, the manager position. household." (Interview with Young Expert Legal Analyst of the Gayo Lues DPRK Secretariat on Monday 8 May 2023 at 08:00 WIB at the Gayo Lues DPRK Secretariat)

Table 5. Educational Background for Civil Servants at the Gayo Lues DPRK Secretariat

No	Part	Education			
		S1	D3	SMA	SMP
1	DPRK Secretary Gayo Lues	1	-	-	-
2	General	8	2	5	1
3	Law and Trial	3	-	3	-
4	Facilitation, Budgeting and Supervision Section	4	-	4	1
	Amount	16	2	12	2
	Total		32		

(Source DPRK Gayo Lues Secretariat)

Indicators for determining the basis for recruitment can be concluded that in general recruitment is carried out every year because each PTTK only has a contract with the Gayo Lues Regency Government for one year and will be laid off after the contract is completed, then an evaluation of the workload for each civil servant position is carried out by each Head of Division. which will be a forecast of labor needs, based on this forecast of needs, PTTK recruitment will be carried out for the following year taking into account that if there are CPNS and PPPK formations, contract workers will be reduced based on the formations accepted as CPNS and PTTK. The basis for recruitment at the DPRK Gayo Lues Secretariat is that there are several vacant executive positions which of course result in excess workload for other civil servant positions so that they must be assisted by PTTK, then there is a shortage of human resources who have an educational background. Gayo Lues DPRK Secretariat Employee recruitment sources can come from internal or external sources, while for PTTK recruitment sources at the Gayo Lues DPRK Secretariat, PTTK recruitment sources at the Gayo Lues DPRK Secretariat use external recruitment sources, because after their contracts expire all PTTK will be laid off and we have issued a dismissal circular then everyone is given the same opportunity to submit an application as a PTTK candidate for the following year. It uses external recruitment sources, because the old PTTKs have been laid off first and the general public has been given the opportunity to submit their applications, although later the old PTTKs will be accepted back, of course based on the selection results.

If you have been laid off or have been dismissed, of course you are no longer internal, so everyone is given the same opportunity to submit an application. So the source comes from external. Using external recruitment sources, but those who submit applications are usually dominated by former PTTK who have previously worked here because they get the information more quickly compared to new

prospective applicants so that the number of potential new applicants is smaller. Regarding recruitment indicators in determining recruitment sources, it can be concluded that the source of PTTK recruitment at the DPRK Gayo Lues Secretariat comes from external recruitment sources. This can be seen from all PTTK who work.

The DPRK Secretariat was laid off first after the contract expired in accordance with the circular letter of the DPRK Secretary Gayo Lues Number: 175/02/SETWAN/2023 concerning the Dismissal of Honorary Staff/Non-Permanent Employees within the Secretariat of the Gayo Lues Regency People's Representative Council on January 2 2023, then they will be recruited Repeat by completing the documents as appropriate. The next step in the data analysis process is to discuss the research results. Discussion of the results of this research was carried out to provide an interpretation of the results obtained during the research. In this discussion the researcher will discuss the Recruitment Pattern for Regency Non-Permanent Employees (PTTK) at the Gayo Lues Regency People's Representative Council Secretariat. It can be seen that PTTK recruitment is very necessary. Bearing in mind that this has a direct effect on the performance and productivity of PTTK's work as well as the image of the DPRK Gayo Lues Secretariat. Recruitment is a method that can be used by the DPRK Gayo Lues Secretariat to obtain Human Resources (HR) who are competent and professional in their field. there are 4 recruitment processes consisting of forecasting workforce needs, recruitment, selection and employee placement, orientation and induction According to [Hasibuan \(2020\)](#)

5) Forecasting Labor Needs

Based on the theory used by researchers using theory from Hasibuan, at this point forecasting labor needs is the main thing that must be done in recruiting employees. This means that forecasting labor needs is a consideration before carrying out employee recruitment, both Regency Non-Permanent Employees (PTTK). The DPRK Gayo Lues Secretariat forecasts workforce needs based on Workload Analysis and Position Analysis and then evaluates the workload of civil servants in each position, so that it will be known how many PTTK are needed to support civil servant positions. After evaluating the position, each Head of Division will report to the DPRK Secretary through the Head of the General Department for consideration in determining workforce needs.

6) Recruitment

Recruitment, based on the theory used by researchers, at this point there are several things that must be considered, namely: the basis for recruiting prospective employees must be determined first so that the applicants who submit their applications match the job or position they are interested in. The basis for recruitment must be guided by the job specifications that have been determined to occupy the position. Job specifications must be described in detail and clearly so that applicants know the qualifications required by the job vacancy. Then what is the basis for recruitment at the DPRK Gayo Lues Secretariat is that there are several vacant executive positions which of course result in excess work load for other civil servant positions so that they must be assisted by PTTK, the lack of human resources who have an educational background in accordance with their field of work out of the thirty two civil servants, two of them have a junior high school educational background, twelve have a high school educational background, two have a D3 educational background and sixteen have a bachelor's educational background. Apart from that,

there is also a discrepancy between ANJAB and ABK at the Gayo Lues DPRK Secretariat where there are several positions that should be filled by three civil servants but only the needs of one person in the crew are included, such as the position of aide and household manager. This is certainly not in accordance with the needs. is in the field. So it requires assistance from non-permanent district employees. [Hasibuan \(2020\)](#).

Conclusion

PTTK recruitment is not carried out transparently because recruitment is carried out using a closed method where information is only given to employees and certain people and in carrying out recruitment the Gayo Lues DPRK Secretariat does not make open announcements in either print or electronic media. there is a clear procedure regarding the PTTK recruitment process at the DPRK Gayo Secretariat because in determining the basis for recruitment of prospective employees the DPRK Gayo Lues Secretariat does not describe the job specifications in detail and clearly so that applicants do not know the qualifications required by job vacancies in PTTK recruitment there is an element of nepotism because only people -certain people who know about job vacancies and only those people can apply and only those who know about the job specifications and job qualifications will submit detailed and complete applications.

Carrying out recruitment which consists of the stages of determining the basis for recruitment, namely, there are several vacant executive positions, a lack of human resources who have an educational background in accordance with their field of work and there is a mismatch between Anjab and ABK at the DPRK Gayo Lues Secretariat where there are several positions that should be It was filled by three civil servants but only included the needs of one person in the crew, so it required assistance from non-permanent district employees. All PTTK who are laid off first after their contracts expire will then be re-recruited by completing the documents.

Obstacles in recruitment, the most frequently encountered obstacle is that the recruitment time is too short, this is because several PTTK positions cannot be laid off for too long because it really affects the service to the Leadership Elements and Members of the Gayo Lues DPRK, such as the positions of driver, aide, janitor , security officer, cook and several other positions. Apart from that, the recruitment method is carried out using a closed recruitment method, which results in the number of applicants being small, and the choice of candidates also being limited, then administratively the determination of employee employment contracts must be carried out at the beginning of January so that employee TMT cannot be later than the tenth of January because if work contracts beyond that date, the work period in January is no longer effective and has the potential to become a problem.

Selection, in the selection process a team is first formed for the selection committee which will facilitate the selection process then prospective participants will submit applications to the committee, after the applications have been collected by the specified time then an administrative selection will be carried out on the applications of incoming prospective participants, for candidates Participants who do not meet the requirements will be disqualified and prospective participants who meet the requirements will proceed to the next selection stage, namely an interview test covering their ability to do the job, as well as other factors that can support the job.

Suggestions

- 1) The DPRK Gayo Lues Secretariat in carrying out PTTK recruitment must be more transparent, namely by making open announcements both in print and electronic media.
- 2) The Gayo Lues DPRK Secretariat, in carrying out PTTK recruitment, must outline the job specifications in detail and clearly so that prospective applicants can know the qualifications required by the job vacancy.
- 3) The DPRK Gayo Lues Secretariat in placing PTTK must pay attention to the expertise and educational background of the PTTK.

Acknowledgment

The writing of this research is the work of the author with the aim of knowing the Recruitment Pattern of Non-Permanent Regency Employees (PTTK) at the Secretariat of the Gayo Lues Regency People's Representative Council. The results of this research contribute to the author's knowledge of the Gayo Lues Regency People's Representative Council.

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