



Universitas Negeri Surabaya
Faculty of Social and Legal Sciences,
Bachelor of Public Administration Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Job Analysis	6320102008	Study Program Elective Courses	T=2	P=0	ECTS=3.18	7	January 30, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
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Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	PLO study program which is charged to the course
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PLO-10	Mastering qualitative and quantitative analysis methods and techniques for administration.
PLO-12	Collaborate and have concern for society and the environment.
PLO-15	Able to utilize information technology in managing organizations.

Program Objectives (PO)	
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PO - 1	Able to be responsible for explaining the implementation of job analysis independently
PO - 2	Able to analyze job descriptions and job specifications
PO - 3	Able to design job maps

PLO-PO Matrix	
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		P.O	PLO-10	PLO-12	PLO-15
		PO-1			
		PO-2			
		PO-3			

PO Matrix at the end of each learning stage (Sub-PO)	
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		P.O	Week															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		PO-1																
		PO-2																
		PO-3																

Short Course Description	This course discusses the preparation of the stages of carrying out a job analysis, creating job descriptions and job specifications as well as calculating the workload and calculating the level of job efficiency.
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References	Main :
	<ol style="list-style-type: none"> 1. Flynn, Norman. 2012. Public Sector Management. Sage Publica Lions (Asia Pacific) 2. Handoko, T. Hani. 2012. Manajemen Personalia dan Sumber Daya Manusia . BPFE 3. Moekijat. 2009. Analisis Jabatan . Bandung: Mandar Maju 4. Rais, Soenyoto dan Benny Soembodo. 2010. Analisis Jabatan Untuk Meningkatkan Efektivitas Kerja . Airlangga University Press
	Supporters:

Supporting lecturer		Dra. Meirinawati, M.AP. Galih Wahyu Pradana, S.A.P., M.Si. Melda Fadiah Hidayat, M.P.A.					
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students are able to explain job analysis as a science	- Explaining the ontology of job analysis - Identifying the epistemology of job analysis - Explaining the axiology of job analysis	Criteria: Assessing mastery of job analysis as a science Form of Assessment : Project Results Assessment / Product Assessment	<ul style="list-style-type: none"> Learning Discovery Learning, Contextual Learning; [IT: 1 week x (2 credits x 50")] Assignment 1: Review and abstract journal articles and recognize job analysis. [CH SL: (1 1)x(60")] 	<ul style="list-style-type: none"> Online Lectures Synchronous and asynchronous discussions E-learning: Unesa Virtual Learning (Vinesa) https://vilearning.unesa.ac.id/ Direct Science https://sciencedirect.com/ Task-1 : Review and extract articles journal and identify job analysis. 2 X 50 	Material: - Job definition analysis Library: <i>Moekijat. 2009. Job Analysis. Bandung: Mandar Maju</i> Material: - Scope _ job analysis; - Analysis of the work of Library objectives: <i>Rais, Soenyoto and Benny Soembodo. 2010. Job Analysis to Increase Work Effectiveness. Airlangga University Press</i>	4%
2	Students are able to explain the framework for job analysis	- Explain the principles of job analysis - Explain the users of job analysis - Identify the types of job analysis	Criteria: Assessing mastery of the framework in job analysis Form of Assessment : Project Results Assessment / Product Assessment	- Pulpit lecture - Questions and answers 2 X 50		Material: Principles of job analysis Reference: <i>Moekijat. 2009. Job Analysis. Bandung: Mandar Maju</i>	4%
3	Students are able to explain the scope of job analysis	- Identifying micro job analysis - Identifying macro job analysis	Criteria: Assess mastery of the scope of job analysis Form of Assessment : Project Results Assessment / Product Assessment	- Pulpit lecture - Questions and answers 2 X 50		Material: identification of micro and macro job analysis. Reference: <i>Flynn, Norman. 2012. Public Sector Management. Sage Publica Lions (Asia Pacific)</i> Material: Scope of Job Analysis References: <i>Handoko, T. Hani. 2012. Personnel and Human Resources Management. BPFE</i>	4%
4	Students are able to prepare the stages of carrying out a job analysis	- Arranging the preparatory stages of job analysis - Identifying data collection techniques - Processing job analysis data - Discussing the results of the analysis	Criteria: Assessing mastery of the stages of carrying out job analysis Form of Assessment : Project Results Assessment / Product Assessment, Portfolio Assessment	- Pulpit lecture - Questions and answers 2 X 50		Material: Stages of Preparing a Position Analysis Reader: <i>Moekijat. 2009. Job Analysis. Bandung: Mandar Maju</i>	4%

5	Students are able to create job descriptions	- Explaining the meaning of a job description - Identifying the components of a job description - Identifying points of job information in a job description	Criteria: 1.81 - 100 2.71 - 80 3.50 - 70 Form of Assessment : Project Results Assessment / Product Assessment	- Lecture on the pulpit - Discussion - Questions and answers - Work performance 2 X 50		Material: Library Position Description : Rais, Soenyoto and Benny Soembodo. 2010. <i>Job Analysis to Increase Work Effectiveness.</i> Airlangga University Press	4%
6	Students are able to create job descriptions	- Explaining the meaning of a job description - Identifying the components of a job description - Identifying points of job information in a job description	Criteria: 1.81 - 100 = the items in the job description are very complete 2.71 - 80 = the items in the job description are quite complete 3.50 - 70 = items in the job description are incomplete Form of Assessment : Test	- Lecture on the pulpit - Discussion - Questions and answers - Work performance 2 X 50		Material: Library Position Description : Rais, Soenyoto and Benny Soembodo. 2010. <i>Job Analysis to Increase Work Effectiveness.</i> Airlangga University Press	10%
7	Students are able to identify assignments	- Explain the structural approach in state administration reform - Explain the behavioral approach in state administration reform	Criteria: Assess understanding of task identification Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	- Pulpit lecture - Question and answer. - Discussion 2 X 50		Material: Identification of Bibliographic Tasks : Handoko, T. Hani. 2012. <i>Personnel and Human Resources Management.</i> BPFE	10%
8	Students are able to understand and explain the material that has been given previously	Explain the material previously provided from meetings 1 - 7	Criteria: 1.Weight of Question No. 1= 10 2.Weight of Question No. 2= 20 3.Weight of Question No. 3= 30 4.Weight of Question No. 4 = 40 Form of Assessment : Project Results Assessment / Product Assessment	Test 2 X 50		Material: Identification of Library Assignments : Rais, Soenyoto and Benny Soembodo. 2010. <i>Job Analysis to Increase Work Effectiveness.</i> Airlangga University Press	10%
9	Students are able to create job specifications	- Identifying employee characteristics - Identifying job qualifications	Criteria: Assessing understanding of creating job specifications Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	- Scientific pulpit - Discussion - Question and answer - Performance 2 X 50		Material: Position Specifications Reader: Flynn, Norman. 2012. <i>Public Sector Management.</i> Sage Publica Lions (Asia Pacific)	10%
10	Students are able to carry out job assessments	- Identify job assessment requirements - Explain the role of job assessment - Identify techniques in job assessment	Criteria: Assessing understanding in job assessments Form of Assessment : Project Results Assessment / Product Assessment	- Scientific pulpit - Discussion - Questions and answers 2 X 50		Material: Position Assessment Reader: Moekijat. 2009. <i>Job Analysis.</i> Bandung: Mandar Maju	8%

11	Students are able to carry out job assessments	<ul style="list-style-type: none"> - Identify job assessment requirements - Explain the role of job assessment - Identify techniques in job assessment 	<p>Criteria: Assessing understanding in job assessments</p> <p>Form of Assessment : Portfolio Assessment</p>	<ul style="list-style-type: none"> - Scientific pulpit - Discussion - Questions and answers 2 X 50 		<p>Material: Position Assessment Reader: <i>Handoko, T. Hani. 2012. Personnel and Human Resources Management. BPFE</i></p>	8%
12	Students are able to calculate employee workload	<ul style="list-style-type: none"> - Explaining techniques for calculating workload - Identifying aspects of calculating employee workload - Identifying working time - Calculating formal working hours - Compiling a list of employees according to position - Identifying how to compile a list of employees 	<p>Criteria: Assess mastery of calculating employee workload</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	<ul style="list-style-type: none"> - Scientific pulpit - Discussion - Question and answer - Performance 2 X 50 		<p>Material: Employee Workload Library: <i>Moekijat. 2009. Job Analysis. Bandung: Mandar Maju</i></p>	4%
13	Students are able to calculate employee workload	<ul style="list-style-type: none"> - Explaining techniques for calculating workload - Identifying aspects of calculating employee workload - Identifying working time - Calculating formal working hours - Compiling a list of employees according to position - Identifying how to compile a list of employees 	<p>Criteria: 1. Problem 1 = 25 2. Problem 2 = 25 3. Problem 3 = 20 4. Problem 4 = 30</p> <p>Form of Assessment : Participatory Activities</p>	<ul style="list-style-type: none"> - Scientific pulpit - Discussion - Question and answer - Performance 2 X 50 		<p>Material: Employee Workload Library: <i>Handoko, T. Hani. 2012. Personnel and Human Resources Management. BPFE</i></p>	3%
14	Students are able to calculate the level of job efficiency	<ul style="list-style-type: none"> - Calculating standard work completion time - Calculating effective working time - Calculating workload units - Calculating the level of job efficiency 	<p>Criteria: 1.81-100 Accuracy in calculating average ability standards and task completion time, workload units and position efficiency levels 2.71 - 80 Inaccurately calculating average ability standards and task completion time, workload units and position efficiency levels 3.50 - 70 Inaccurately calculates average ability standards and task completion time, workload units and position efficiency levels</p> <p>Form of Assessment : Practical Assessment</p>	<ul style="list-style-type: none"> - Discussion - Performance 2 X 50 		<p>Material: Position Efficiency Levels Reader: <i>Handoko, T. Hani. 2012. Personnel and Human Resources Management. BPFE</i></p>	3%

15	Students are able to calculate the level of job efficiency	- Calculating standard work completion time - Calculating effective working time - Calculating workload units - Calculating the level of job efficiency	Criteria: 1.81-100 Accuracy in calculating average ability standards and task completion time, workload units and position efficiency levels 2.71 - 80 Inaccurately calculating average ability standards and task completion time, workload units and position efficiency levels 3.50 - 70 Inaccurately calculates average ability standards and task completion time, workload units and position efficiency levels Form of Assessment : Practice / Performance	- Discussion - Performance 2 X 50		Material: Position Efficiency Levels Reader: <i>Moekijat. 2009. Job Analysis. Bandung: Mandar Maju</i>	4%
16	Students are able to do the UAS well.	Students are able to do the UAS well.	Criteria: Answers are explained appropriately. Form of Assessment : Test	Writing test. 2 X 50	- -	Material: Material 9-10 Bibliography: <i>Flynn, Norman. 2012. Public Sector Management. Sage Publica Lions (Asia Pacific)</i>	10%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	15%
2.	Project Results Assessment / Product Assessment	48%
3.	Portfolio Assessment	10%
4.	Practical Assessment	3%
5.	Practice / Performance	4%
6.	Test	20%
		100%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.

11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.