ABSTRACT

PT Setialim Gunung Sari is a family textile company. PT Setialim Gunung Sari engaged in weaving industry is to produce and trade cloth blankets, mop, gauze, and laps.

PT Setialim Gunung Sari is a family textile company located in Gresik Driyorejo. PT Setialim Gunung Sari engaged in weaving industry is to produce and trade cloth blankets, mop, gauze, and laps. At this time the company is planning for a wide range of organizational needs, including the needs in the field of Human Resources with the aim of making the management of the company to become more professional. The company is yet to have an organizational structure that is aligned with the vision, mission and strategic plan of the company, then the company has not had a human resources planning related to the needs of the number of employees is the basis for the company to be able to achieve the vision of company effectively and efficiently. So to be able to compete in the future PT Gunung Sari Setialim need to do the preparation of organizational structure and human resource planning is integrated with the organization's strategy to establish the exact number of human resources, the right people (job and competency), and the right time to meet long-term needs.

This research aims to formulate the design of an organizational structure that is consistent with the strategic plan of PT Setialim Gunung Sari, then to formulate a job description that is consistent with the organization's strategic plans for each of the types of jobs that exist in the company, formulating the final calculation of the workload and the need for the number of employees of PT Setialim Gunung Sari based on the work result approach, work object approach, work equipment approach, and task per task of position approach.

This research is an exploratory study using a qualitative approach based on case study. Types and sources of data used are corporate records and documentation records and reports the results of interviews with key informants. Key informants used is the Managing Director and owner of PT Setialim Gunung Sari, General Manager, and Operations Manager. The key informants provide information related to the job analysis and calculation of the number of employees.

The result of this research is the design of the organizational structure in accordance with the organization's strategic plan and calculation of required number of employees at PT Gunung Sari Setialim through four calculation approaches, they are work result approach, work object approach, work equipment approach, and task per task of position approach.

Keywords: organizational structure, workload analysis, calculation of the number of employees, job descriptions, the amount of employee calculation approach.