

Rancangan *Job Description* di *Human Resources Department* (HRD) PT. X Surabaya

Intisari. Perubahan struktur organisasi di HRD PT. X Surabaya pasca Rapat Umum Pemegang Saham (RUPS) tahun 2022 mengakibatkan pergantian karyawan dan restrukturisasi departemen, sehingga menimbulkan kebutuhan untuk memperbarui *job description* yang sebelumnya disusun pada tahun 2012. Penelitian ini bertujuan merancang *job description* pada enam jabatan di HRD PT. X Surabaya berdasarkan teori Dessler (2016) yang mencakup delapan indikator kerja (identifikasi pekerjaan, ringkasan pekerjaan, hubungan kerja, tugas dan tanggung jawab, standar kerja, wewenang, kondisi kerja, dan spesifikasi kerja). Pengumpulan data dilakukan melalui tiga tahap yaitu identifikasi potensi dan masalah, pengumpulan informasi, serta validasi produk. Teknik yang digunakan meliputi wawancara, studi literatur, analisis dokumen, dan angket penilaian desain produk. Penelitian ini menggunakan metode *research and development level 1* yang mencakup tahap perancangan hingga validasi internal oleh *expert judgement*. Sumber data terdiri atas seluruh karyawan HRD dan tiga *expert judgement* (satu ahli dan dua praktisi). Hasil penelitian menunjukkan keenam rancangan *job description* memenuhi kriteria validitas isi dengan skor rata-rata 90,5 (*passing grade*: 75), sehingga desain *job description* telah teruji secara internal dan sesuai dengan kebutuhan di PT. X Surabaya.

Kata Kunci: *job description, human resources department (HRD), research and development*

Job Description Design in the Human Resources Department (HRD) of PT. X Surabaya

Summary. Changes in the HRD structure of PT. X Surabaya after the 2022 General Meeting of Shareholders led to employee turnover and a need to update job descriptions that were last created in 2012. This study aims to create job descriptions for six positions in the HRD of PT. X Surabaya, using Dessler's (2016) theory, which includes eight work indicators (job identification, job summary, work relationships, tasks and responsibilities, work standards, authority, work conditions, and work specifications). Data was collected in three steps: identifying issues, gathering information, and validating the results. The methods used included interviews, literature reviews, document analysis, and questionnaires for product design assessment. This study followed a level 1 research and development method, which included designing and validating the results with expert opinions. The data sources included all HRD employees and three expert opinions (one expert and two practitioners). The results show that all six job description designs meet the content validity criteria with an average score of 90.5 (*passing grade*: 75), meaning the job descriptions have been validated and are appropriate for PT. X Surabaya.

Keywords: *job description, human resources department (HRD), research and development*