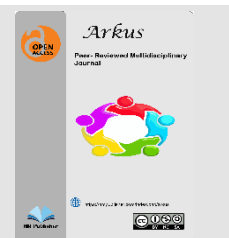




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Administrative Burden Borne by the Department of Cooperatives, Micro Enterprises, Industry and Trade of Semarang Regency

Wahyu Nurul Husaini^{1*}, Mohammad Arifin¹

¹Faculty of Law, Universitas Negeri Semarang, Semarang, Indonesia

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*Corresponding author:

Wahyu Nurul Husaini

E-mail address:

wahyunurulhusaini@students.unnes.ac.id

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ABSTRACT

Humans have a central role in the overall dynamics of the organization, especially in the context of the Department of Cooperatives, Micro Enterprises, Industry, and Trade (Disperindag) of Semarang Regency. The role of humans as organizers and managers of organizational activities is the key to success, with competent human resources (HR) being assets that must continue to be trained and developed. The success of an organization really depends on the ability of human resources to achieve the goals that have been set. However, HR is also faced with challenges, both internal and external. Internal factors include an individual's personal abilities, while external factors involve changes in policies and regulations, which can affect employee performance. Technological limitations, especially among senior employees, are an obstacle to achieving optimal performance, requiring additional efforts to adapt to current developments. The Semarang Regency Department of Industry and Trade, as a government agency, is facing various problems, especially regarding employee workload in dealing with changes in regulations and internet-based work systems. These obstacles can affect employee performance, requiring further adjustment and training efforts. Therefore, understanding and handling these factors is the key to increasing effectiveness and efficiency in achieving organizational goals.

1. Introduction

Humans are an important element in an organization because they have a very influential role in the running of the organization. In an organization, humans have the task of organizing and managing the activities within the organization, so the success of the organization depends on the human resources within it. Human resources are individuals who work as drivers of an organization, both agencies and companies, and function as assets whose abilities must be trained and developed. Therefore, human resources are a very important element in every organization because humans are the main factor in achieving organizational goals.^{1,2}

Adequate human resources (HR) can enable an organization to run as well as it should. This is because the success of an organization in achieving predetermined goals is very dependent on the ability of existing human resources to carry out their duties. Human resources in an organization greatly influence its development and progress. The Department of Cooperatives, Micro Enterprises, Industry and Trade (Disperindag) Semarang Regency is a government agency located in Semarang Regency. Disperindag has the authority to assist the regent in carrying out government affairs, which are regional authorities and assistance tasks in the fields of cooperatives, micro businesses, industry, and trade in the Semarang Regency area. In carrying out its duties, especially in

the trade sector, the Semarang Regency Industry and Trade Department has several problems. This problem is related to the burden that employees have in carrying out their duties.^{3,4} This study aims to describe the administrative burden at the Department of Cooperatives, Micro Enterprises, Industry, and Trade of Semarang Regency.

2. Methods

Research methods are a series of steps or procedures carried out in research to design, collect, and analyze data in research. This study is legal research using an empirical approach, namely legal research that obtains its data from primary data or data obtained directly from the community. Empirical research is based on reality in the field or through direct observation. The data obtained was analyzed using related literature studies.

3. Results and Discussion

The administrative burden of the Department of Cooperatives, Micro Enterprises, Industry, and Trade of Semarang Regency

Every government agency definitely wants to carry out its duties and responsibilities as well as possible. To achieve this, professional human resources are needed. These professional human resources are employees within the government service or agency. Employees are an important asset in an agency because they play a role in moving the wheels of the organization. Therefore, the development of human resource capabilities must be placed at the highest level.

The results of the interviews showed that there were several problems that ultimately affected the service. The first problem is the disproportionate workload of the workforce in the agency. The large amount of work that must be completed on time burdens the employees because there are too few of them, so it takes a lot of time to complete all the existing work. This is because the number of retired employees continues to increase every year, but the appointment of new employees is not guaranteed every

year. Apart from that, the prohibition on recruiting honorary employees increases the workload that must be completed.

The second problem is changes in regulations every time a leader or regent changes. The changes in rules with each change of leader provide a challenge for employees to always be able to develop and adapt to existing rules. This aims to carry out its duties properly because this service has the task of assisting the regent in carrying out his duties in the fields of cooperatives, micro businesses, industry, and trade.

The third problem is updating the working system. This system change has a big impact on the performance of employees at the Department of Industry and Trade, especially senior and older employees. Senior employees who handle this work admit that they have difficulty adapting to the new system. This is because the new system tends to be more difficult and complicated, especially as those using the system are senior employees who find it difficult to adapt to existing technological developments. This ultimately becomes a burden for employees, especially older ones, in carrying out their work.⁵⁻⁸

Handling administrative burdens at the Department of Cooperatives, Micro Enterprises, Industry, and Trade of Semarang Regency

One factor in the success of an organization is employee performance. An agency may not be able to achieve its desired goals if employee performance is low or inadequate. Good performance is needed by every organization and company. When an organization is able to achieve the goals that have been created and set, it can be said that the organization is in accordance with planning standards. Organizational performance is a description of the level of achievement of tasks within an organization in an effort to realize the organization's goals, objectives, vision, and mission. Technological developments in the administrative sector require increased competence of the human resources involved. Increased competency can be obtained from training

related to technology updates. Adding human resources without accompanying quality improvements will increase the financing burden but will not improve the services provided.^{9,10}

4. Conclusion

Organizational performance is a description of the level of achievement of tasks within an organization in an effort to realize the organization's goals, objectives, vision, and mission. Technological developments in the administrative sector require increased competence of the human resources involved.

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