

Analisis profesionalisme records specialist pada perusahaan migas adidaya di Indonesia = Analysis of records specialist professionalism in the adidaya oil and gas company Indonesia / Kartika Sari Nur Laila Agustina Sabah

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Abstrak

ABSTRAK

Penelitian ini membahas mengenai kompetensi profesional spesialis rekod dan penilaiannya assessment di Perusahaan Migas Adidaya di Indonesia. Pengumpulan data menggunakan kuesioner yang dikembangkan dari ARMA Internasional, disertai wawancara probing . Pemilihan sampel dengan teknik total sampling pada SDM bidang kearsipan di empat level karier yaitu koordinator, analis, asisten, dan klerikal. Hasil penelitian menunjukkan bahwa records specialist di level koordinator, asisten, analis dan klerikal memerlukan pengembangan kompetensi pada lima domain yaitu kepemimpinan, manajemen resiko, komunikasi pemasaran, praktik dan fungsi bisnis, dengan tingkat penguasaan kompetensi level 3-4 berada di atas 50 . Pada domain teknologi informasi, level koordinator memerlukan pembinaan kompetensi teknologi informasi; sementara untuk jenjang klerikal, asisten, dan analis memerlukan pengembangan kompetensi teknologi informasi. Rekomendasi pembinaan/pengembangan kompetensi pada level koordinator berupa Reflective learning yaitu memperkuat kemitraan dengan SDM kearsipan tataran strategis, berbagi pengetahuan dengan civitas academica dan proaktif dalam asosiasi profesi, serta pembaharuan wawasan teknologi informasi. Pada level analis berupa Self Directed Learning yaitu pendidikan formal atau sertifikasi kompetensi spesifik tentang manajemen resiko dan preservasi dokumen digital. Pada level klerikal berupa Workplace Learning yang menekankan pembelajaran pada praktik kekinian dan kursus bahasa secara terencana. Pada level Asisten berupa Competency-based learning yaitu pengukuran kompetensi tentang komunikasi pemasaran dan teknik riset.

ABSTRACT

This study discusses about professional competence of records specialist and the assessment in the "Adidaya Oil and Gas Company located in Indonesia. The data collected using a questionnaire developed from ARMA International, and interviews probing . The sample selected using total sampling technique that represents four career levels on HR field of archives. These are coordinators, analysts, assistants, and clerical. The results showed that the records specialist at level coordinators, assistants, analysts and clerical requires competence improvement for five domains, i.e leadership, risk management, marketing communications, practices and business functions. The competency advance level 3 4 are above 50 . In the information technology domain, the level of coordinator require information technology competency development whereas for the level of clerical, assistant, and analysts require information technology competency coaching. Competency development recommendations for coordinator level is of Reflective learning i.e. strengthening partnerships with archival HR strategic level, knowledge sharing with the academic community and proactive in professional associations, and renewal insight of information technology. At the analyst is elf Directed Learning i.e. formal education or certification of specific

competencies on risk management and digital document preservation. At the level of clerical is Workplace Learning which emphasizes learning of present practice and language course. At the level of Assistant is Competency based learning that is measuring the competence of marketing communications and research techniques.