

Analysis of the Application of Planning Functions on the Development of the State Civil Apparatus in Fakfak District Office Middle East Fakfak Regency

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Abstract

Human Resource Planning becomes a guideline in carrying out mutations both vertically to the center and horizontally parallel to regional apparatus organizations at the Regency level in the regions and also becomes the basis for evaluating State Civil Apparatus working in the Middle East Fakfak District Office as well as other Regional Apparatus Organizations within the scope of the Fakfak Regency Government. The research method is qualitative. The results of the study show that The Government of Fakfak Regency in the administration of government affairs is supported by the State Civil Apparatus (ASN) which totals 4,039 people. Seen by gender, male State Civil Apparatus (ASN) amounted to 2,085 people and 1,954 women. Meanwhile, based on the level of education, there are still 71 elementary school graduates, 147 junior high school graduates, 1,164 high school graduates, 833 D1-D3 students, 1,652 D4-S1 graduates and 172 postgraduate degrees. Conclusion Management is a combination of science and art; Management is a systematic, coordinated, cooperative, and integrated process in utilizing the elements (6M); New management can be applied if there are two or more people working together in an organization; Management should be based on division of labor, duties, and responsibilities; Management consists of several functions (Planning, Organizing, Actuating, Controlling) or POAC; Management is only a means to an end.

Keywords

function of eastern; fakfak; development planning



I. Introduction

Planning is the process of determining goals and implementing guidelines by choosing the best from the available alternatives. Planning is a manager's function that is concerned with selecting goals, policies, procedures, and programs from alternatives. Human Resource Planning is the main function that must be carried out in the organization, in this case the Fakfak Regency Government at the Fakfak Regency Personnel Agency which will plan how many Human Resources are needed to fill the Regional Apparatus Organizations in the Fakfak Regency Government including the Government at the District level at the District Office Middle East Fakfak to ensure the availability of manpower; suitable for various positions, and the right job at the right time. The purpose of human resource planning is to determine the quality and quantity of civil servants who will fill all positions in the government. In addition, to ensure the availability of present and future workers, so that every job there is someone who does it. The purpose of human resource planning is also to avoid mismanagement and overlap in the execution of tasks, and to facilitate coordination, integration, and synchronization so that work productivity is expected to increase.

In addition, the purpose of human resource planning is to avoid shortages or excesses of state civil servants who will be placed in the Fakfak District of the Middle East and become a guideline in establishing programs for recruiting, selecting, developing, providing compensation, integration, maintenance, discipline, and dismissal of State Civil Apparatus and or Retirees. Human Resource Planning becomes a guideline in carrying out mutations both vertically to the center and horizontally parallel to regional apparatus organizations at the Regency level in the regions and also becomes the basis for evaluating State Civil Apparatus working in the Middle East Fakfak District Office as well as other Regional Apparatus Organizations within the scope of the Fakfak Regency Government. Planning (Planning) is a process to determine a plan or program of activities.

A plan is always related to the goal. Planning will help to know what to do. Planning can not be made in a hurry, but it takes a long time. Planning with recruitment and selection is an important Human Resources planning program to find a suitable workforce with job qualifications and basically to provide an estimate of the number and type of workforce needed for the future in various places. Career planning is Human Resources planning with forecasts regarding estimated job vacancies. Planning with the provision of compensation is a Human Resource planning about how many and types of workers needed by the organization has a great influence on the compensation costs incurred in this case the provision of reasonable compensation to certain workers. Training program planning is also a human resource planning used to fulfill vacant positions. Human resources are placed in the first position because Human Resources are the most important, which will be able to manage natural resources for the benefit of mankind and to create artificial resources which in turn will increase the benefit of the people in nature. Therefore, human resources in Indonesia are needed to be developed so that they have advanced physical, mental and spiritual qualities and are capable of being people of development in economic, socio-cultural, political, and national defense. At a macro level, the development of the quality of Human Resources will certainly have an influence on the development of the national economy and on national development because in essence there are two (2) dimensions that we capture in Human Resources, namely the quantity factor and the quality factor.

Basically, development is learning opportunities designed to help workers, especially State Civil Apparatuses who work for the Fakfak Regency Government at the Middle East Fakfak District Office. The development of human resources, both old and new, whether working in the public sector, in this case the State Civil Apparatus, needs to be carried out in a planned and sustainable manner. In order for human resource development to be carried out properly, a human resource development program must first be established. The State Civil Apparatus development program needs to be carefully structured, and based on scientific methods and guided by the skills needed by organizations and or companies in this case the Fakfak Regency Government at the Middle East Fakfak District Office, now and in the future. Human resource development does require a large amount of money, but it is only a short investment for the organization, in this case the local government that has carried out human resource development programs in the field of human resources, which is the State Civil Apparatus of the Fakfak Regency Government through the Fakfak Regency Personnel Agency. and will be placed in the Middle East Fakfak District Office as needed in terms of quantity and quality of civil servants. Because competent and skilled human resources will be able to work more efficiently, effectively, waste of raw materials and machine wear is reduced, work results are better, the competitiveness of the organization in this case the Regional Government of Fakfak Regency at the Middle East Fakfak District Office will be even greater.

This of course will provide a better opportunity for organizations to obtain greater benefits, so that the remuneration of civil servants or workers is also reasonable to increase. Human resources or human resources contain two meanings, namely first, human resources contain the meaning of work or services that can be provided in the production process. In this case, human resources reflect the quality of the effort given by a person in a certain time to produce goods and services. wastage of raw materials and reduced wear and tear of machines, better work results, the competitiveness of the organization in this case the Fakfak District Government at the Middle East Fakfak District Office will be even greater. This of course will provide a better opportunity for organizations to obtain greater benefits, so that the remuneration of civil servants or workers is also reasonable to increase. Human resources or human resources contain two meanings, namely first, human resources contain the meaning of work or services that can be provided in the production process. In this case, human resources reflect the quality of the effort given by a person in a certain time to produce goods and services. then the competitiveness of the organization in this case the Regional Government of Fakfak Regency at the Middle East Fakfak District Office will be even greater. This of course will provide a better opportunity for organizations to obtain greater benefits, so that the remuneration of civil servants or workers is also reasonable to increase.

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Although capital and equipment are important factors, but no less important is Human Resources because as mentioned that the success of a development is usually described through economic growth and national income, where success will be determined by three (3) main factors, namely human resources, natural resources, The strategy for developing human resources, known as organizational management, must be flexible in accepting new ideas even though they are not currently appropriate, and can carry out some fundamental reforms to conventional policies and practices. The ability of the new state civil apparatus combined with the introduction and training program for state civil servants and or training of certain employees, has not fully guaranteed the disappearance of the gap between work ability and task demands which leads to an increase in organizational work productivity in this case the Fakfak District Government at the Fakfak District Office. Middle East as a whole. Because after the state civil apparatus worked and an assessment was carried out on the work carried out, it turned out that they still needed development, so that they are more capable in performing their duties and can perform better. The development of human resources is felt to be increasingly important because of the demands for work or positions as a result of progress in various fields, and the increasing demands of the community as a result of the wave of reforms that gave birth to a civil society that is getting stronger on the quality and quantity of services to which it is entitled.

Human resource development is learning opportunities, which are designed to help employees, workers, employees, or human resources who work in organizations, or in companies. Investments in human resource development are expenditures aimed at improving the productive capacity of the people themselves as employees, as civil servants, as workers. To face the demands of today's tasks and specially to answer future challenges, the development of good human resources, especially organizations and or companies will have more efficient competitive power and be able to compete positively in the arena. By looking at the description above, it is clear that the development of human resources for the State Civil Apparatus who work at the Middle East Fakfak District Office, Fakfak Regency will have a strong impact on increasing the work productivity of the State Civil Apparatus, both for new and old Civil Apparatus. Countries that work in the Middle East Fakfak District Office. Seeing the background of the problem, the researcher is interested in choosing the title of this thesis.

II. Review of Literature

2.1 General Administration

The administration of Fakfak Regency Regional Government affairs has regional apparatus, namely districts and urban villages as well as village administrations. Fakfak Regency has 17 definitive Districts divided into seven (7) sub-districts, and one hundred

and forty-two villages (142). This expansion is in accordance with Regional Regulation No. 4 of 2012 as an effort to serve and approach the government. The current condition is that almost all of them have definitive apparatus at the district, kelurahan and village levels.

2.2 Government agency

Government constellation based on Law Number 23 of 2014 about local government maConsequences of the need for a strong apparatus, so that it is expected to be able to act as thinkers, planners, implementers as well as supervisors of the course of government activities, development and community development on behalf of the Regional Head. In 2014, the Government of Fakfak Regency in the administration of government affairs was supported by the State Civil Apparatus (ASN) which totaled 4,039 people. Seen by gender, male State Civil Apparatus (ASN) amounted to 2,085 people and 1,954 women. Meanwhile, based on the level of education, there are still 71 elementary school graduates, 147 junior high school graduates, 1,164 high school graduates, 833 D1-D3 students, 1,652 D4-S1 graduates and 172 postgraduate degrees.

Table 1. State Civil Apparatus by Gender in 2017

No.	Gender	Number of people
1.	Man	2,085 people
2.	Woman	1,954 people
	Amount	4,039 people

Fakfak Regency Profile Data Source

Table 2. State Civil Apparatus based on Education in 2017

No.	Education	Number of ASN	Percentage (%)
1.	SD	71	1.76
2.	junior high school	147	3.64
3.	high school	1.164	28.82
4.	DI/DII/DIII	833	20.62
5.	DIV –S1	1,652	40,90
6.	S2	172	4.26
	Amount	4.039	100

Fakfak Regency Profile Data Source

Table 3. State Civil Apparatus at the Middle East Fakfak District Office by Educational background.

No.	Educational background	Amount	Percentage
1..	Bachelor degree)	6 people	0.3
2.	Diploma (D1 to DIII)	3 people	0.15
3.	SMA/SMK	9 people	0.45
4.	SMA/SMK/SMP (Honorary)	2 persons	0.1
	Amount	20 people	1

Data source :ASN Middle East Fakfak District Office

Table 4. State Civil Apparatus at Middle East Fakfak District Office Based on Echelon.

No.	Echelon	Amount	Percentage
1.	III/A	1 person	0.125
2.	III/B	1 person	0.125
3.	IV/A	4 people	0.5
4.	IV/B	2 persons	0.25
	Amount	8 people	1

Data Source: ASN Middle East Fakfak District Office

Table 5. State Civil Apparatus at Middle East Fakfak District Office Based on Rank/Class.

No,	Rank/Class	Amount	Percentage
1.	IV/b	1 person	0.05
2.	III/d	1 person	0.05
3.	III/c	5 people	0.25
4.	III/b	1 person	0.05
5.	II/d	1 person	0.05
6.	II/c	1 person	0.05
7.	II/b	7 people	0.35
8.	II/a	1 person	0.05
9.	I/c	2 persons	0.1
	Amount	20 people	1

Data Source: ASN Middle East Fakfak District Office

2.3. Regional Apparatus Organization

The division of government affairs inbased on Law Number 23 of 2014 concerning Regional Government which has been translated into Government Regulation Number 18 of 2016 concerning Regional Apparatus and followed up through Fakfak Regency Regional Regulation Number 4 of 2016 concerning the formation and composition of Fakfak Regency Regional Apparatus. The formation and organizational structure of the regional apparatus of Fakfak Regency are divided according to typology based on government affairs which are the regional authority, intensity of government affairs and regional potential, efficiency, effectiveness, division of tasks, span of control, clear work procedures and flexibility.

Based on the Fakfak Regency Regional Regulation Number 4 of 2016, regional apparatus organizations have been formed which are arranged according to typology and contain 4 types of affairs, namely nine (9) basic service mandatory affairs (OPD), nine non-basic service mandatory affairs (9) Regional Apparatus Organizations (OPD), six (6) Regional Apparatus Organizations (OPD) and twenty-one (21) Regional Apparatus Organizations (OPD) supporting functions. There are several regional apparatuses that existed prior to the enactment of this regional regulation, but still carry out their duties in accordance with the establishment of new apparatuses in carrying out government affairs, such as in the fields of National Unity and Politics, Regional General Hospitals, and Government Affairs.Intention of the Disaster Sector (BPPD).

2.4 Administration of District and Village Government

The implementation of local government policies has encouraged and spurred the occurrence of encouraging and spurring changes both structurally, functionally and

culturally in the order of regional government administration. One of the fundamental changes is the position of the main tasks and functions of the district and kelurahan. Referring to the Fakfak Regency Regional Regulation Number 4 of 2016, the Villages that have been formed in the district become District Apparatuses, including North Fakfak Village, and South Fakfak Village as Fakfak District officials. Wagom Village became the Central Fakfak District Apparatus. Kokas Village became the Kokas District Apparatus, and Wagom Village, and North Wagom became Pariwari District Apparatus. The district government organization is led by a district head in charge of a secretary and sections, namely the governance section, the community and village empowerment section, the economy and development section, the peace and order section, the social welfare section. assist or carry out some of the tasks of the district under and responsible to the district head. Headed by the lurah who oversees the secretary of the village head, the administration section and the community empowerment and social welfare section as well as the peace and order section. Kelurahan is an area that is led by a lurah as an apparatus for the regency and city areas under the sub-district, and the lurah is appointed by the regent/mayor.

2.5 Implementation of Village (Village) Government

The implementation of Village Administration and implementation is stated in Law Number 6 of 2014, concerning Villages. This arrangement is intended to meet the needs of the community so that life in the village can take place democratically, There is room for movement for the village community to build their village. The efforts made by the Fakfak Regency Government in fostering this village government, include:

The stipulation of the Fakfak Regency Regent's Regulation Number 5 of 2009 concerning the secretariat main functions and duties of sub-sections and sections in districts and sub-districts is as follows:

1. Increasing the potential of human resources for village government apparatus so that they have the ability to administer village government, maintain and manage sources of village income and wealth.
2. Increasing the role and function of the Village Consultative Body (Baperkam) as a forum for channeling community aspirations in the administration of government, implementing development, and fostering village communities.
3. Improvement and refinement of the village government administration system towards the orderly administration of the village government. Villages are legal community units that have territorial boundaries that are authorized to regulate and manage the interests of the local community based on local origins and customs that are recognized and respected in the government system of the Unitary State of the Republic of Indonesia. The village/village head is directly elected by the community in the village/village. The village/village secretary (Sekdes) has the task of carrying out village/village government administration, development, and society in the village/village as well as assisting the village head/lurah as well as providing administrative services to the community, such as carrying out correspondence, reports, financial affairs, government, development, society, carry out the levers and functions of the village head (lurah) if the village head/lurah is unable to carry out his duties and share other administrative tasks. The Village Representative Body (BPD) / Village Council / Representative Council is a deliberative institution which is the embodiment of democracy in the administration of village government, functioning as a village / village legislative body, whose membership is elected by the people consisting of community leaders and village / kelurahan community leaders. The

Local Environmental Unit (SLS) which is also known as the Rukun Tetangga (RT) is the part of the area under the village/kelurahan which is the work environment for implementing village/kelurahan administration.

Sources of village finance are finance that comes from regional original income (PAD) and various assistance from the government, abroad, and others. It does not include national aid programs, such as PKH, Raskin, Askeskin, and so on. Regency/City Government Assistance is assistance/donation provided by Regency/City Government for village development activities. Provincial Government Assistance is assistance/donation provided by the Provincial Government for village development activities. Central Government Assistance is assistance / donations provided by the Central Government for village development activities.

Table 6. Number of Local Environmental Units (SLS) in Middle East Fakfak District by Village / Kelurahan 2018

No.	Village/Village	Citizens Association	Neighborhood	Amount
1.	Waserat	-	2	2
2.	Wambar	-	2	2
3.	city	-	2	2
4.	Kwama	-	2	2
5.	Wayati	-	4	4
6.	Kalamanuk	-	2	2
7.	West Wayati	-	2	2
8.	East Wayati	-	2	2
9.	Eastern Wambar	-	2	2
10.	Krabelang	-	2	2
	Amount	-	22	22

Data Source: Middle East Fakfak District Office.

III. Result and Discussion

3.1 Population Policy During Turki Utsmani 1512-1566 M

Qualitative analysis is an analysis carried out by grouping research data based on the characteristics of each respondent who is the object of research.

The Government of Fakfak Regency in the administration of government affairs is supported by the State Civil Apparatus (ASN) which totals 4,039 people. Seen by gender, male State Civil Apparatus (ASN) amounted to 2,085 people and 1,954 women. Meanwhile, based on the level of education, there are still 71 elementary school graduates, 147 junior high school graduates, 1,164 high school graduates, 833 D1-D3 students, 1,652 D4-S1 graduates and 172 postgraduate degrees.

Table 7. State Civil Apparatus by Gender in 2017

No.	Gender	Number of people	Percentage (%)
1.	Man	2,085 people	0.52
2.	Woman	1,954 people	0.48
	Amount	4,039 people	100

Fakfak Regency Profile Data Source

State Civil Apparatus based on male gender in 2017 in Fakfak Regency as a whole including those working at the Middle East Fakfak District Office amounted to 2,085 people or 0.52%. While the State Civil Apparatus based on female sex amounted to 1,954 or 0.48%. Here it can be seen that the male State Civil Apparatus is more dominant than the female State Civil Apparatus.

Table 8. State Civil Apparatus based on Education in 2017

No.	Education	Number of civil servants	Percentage (%)
1.	SD	71	1.76
2.	junior high school	147	3.64
3.	high school	1.164	28.82
4.	DI/DII/DIII	833	20.62
5.	DIV –S1	1,652	40.90
6.	S2	172	4.26
	Amount	4.039	100

Fakfak Regency Profile Data Source

State Civil Apparatus based on educational background for Elementary School (SD) level is 71 people or 1.76%, Junior High School is 147 people or 3.64%, Senior High School is 1,164 people or 28.8%, for DI, DII, and DIII education totaled 833 people or 20.62%, those with DIV education up to S1 education amounted to 1,652 people or 40.90%, and those with S2 education amounted to 172 people or 4.26%. Here from the results of a qualitative analysis, State Civil Apparatus with education at DI up to S1 is more dominant than State Civil Apparatus with education in Senior High School (SLTA), and those with Diploma I, II, and III education.

State Civil Apparatus based on educational background at the Middle East Fakfak District Office, with 6 undergraduate (S1) education or 0.3%, and those with D1 to DIII education are 3 people or 0.15%, and 11 people are educated in SMA/SMK/SMP or 0.55%. From the results of the analysis, it can be seen that State Civil Apparatus with SMA/SMK/SMP education is more dominant 11 people, or 0.55% than State Civil Apparatus with Bachelor's degree (S1) and DI up to DIII education. Likewise, State Civil Apparatus based on Echelon at the East Fakfak District Office occupying echelon IV/A totaling 4 people or 0.05% and those occupying echelon IV/B amounting to 2 people or 0.25%, so it is clear that the State Civil Apparatus occupying echelon IV/A, and echelon IV/B IV/B totaling 6 people or 0.3% or State Civil Apparatus occupying echelon IV/A. and IV/B are more dominant than the State Civil Apparatus occupying echelon III/A, and echelon III/B.

3.2 Qualitative Analysis Results

Civil servants based on male sex in 2017 in Fakfak Regency as a whole including those working at the Middle East Fakfak District Office amounted to 2,085 people or 0.52%. While civil servants based on female sex amounted to 1,954 or 0.48%. Here it can be seen that male civil servants are more dominant than female civil servants. Here it can be seen that the male State Civil Apparatus is more dominant than the female State Civil Apparatus. State Civil Apparatus based on educational background for Elementary School level (SD) amounted to 71 people or 1.76%, Junior High School amounted to 147 people or 3.64%, Senior High School amounted to 1,164 people or 28.8%, for DI education, DII, and DIII totaled 833 people or 20.62%, those with DIV education up to S1 education

amounted to 1,652 people or 40.90%, and those with S2 education amounted to 172 people or 4.26%. Here, from the results of a qualitative analysis, State Civil Apparatus with DIV education up to S1 is more dominant than State Civil Apparatus with Senior High School (SLTA) education, and those with Diploma I, II, and III education.

IV. Conclusion

From the results of the analysis of the application of management functions in terms of planning functions through the development of Human Resources in this State Civil Apparatus in the Middle East Fakfak District, it can be concluded as follows that, Management has goals to be achieved; Management is a combination of science and art; Management is a systematic, coordinated, cooperative, and integrated process in utilizing the elements (6M); New management can be applied if there are two or more people working together in an organization; Management should be based on division of labor, duties, and responsibilities; Management consists of several functions (Planning, Organizing, Actuating, Controlling) or POAC; Management is only a means to an end.

Whatever the type and form, everything that is stated is from the function of human resource planning, as long as it describes the desire to be achieved, it can be interpreted as a plan. The conclusion of the understanding of planning from the management function, that:

1. Planning is the main function of the manager. Execution of work depends on the merits of a plan.
2. Planning should be directed at achieving goals. If the goal is not achieved it may be caused by a lack of good planning.
3. Planning must be based on objective and rational facts and planning must contain or can be projected events in the future.
4. Planning must think carefully about the budget, policies, programs, procedures, methods, and standards to achieve the goals that have been set. Planning should provide a working basis and background for other management functions.

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