



The 1st Multi-Disciplinary International conference University Of Asahan 2019
Thema: "The Role of Science in Development in the Era of Industrial Revolution
4.0 based on Local Wisdom." in Sabty Garden Hotel-Kisaran North Sumatra,
March 23rd, 2019

THE EFFECT OF WORK DISCIPLINE, WORK ENVIRONMENT AND EMPLOYEE PLACEMENT ON EMPLOYEE PRODUCTIVITY AT THE POPULATION AND CIVIL REGISTRY SERVICE DISTRICT BATUBARA REGENCY

Rosnaida

Faculty of Economics, Asahan University, Indonesia

Abstract

The data in this study were collected through questionnaires and implemented to the community in fifty sub-districts. Coal as a research sample. Data analysis method used is quantitative analysis, namely reliability test and valibility test, as well as classic assumption test, t test and f test, coefficient of determination and multiple linear regression analysis.

Variables of work discipline must occupy all labor regulations and policies as well as applicable organizational rules and employees can carry out management orders properly.

The multiple regression formula used is $Y = a + b_1 + b_2 + x_2 + x_3 + e$ so that researchers know the effect of independent variables on the dependent variable.

Keywords: *work discipline, work environment, employee placement, employee productivity*

Formula: $Y = 11,253 + 0,100X_1 + 0,190X_2 + 0,026X_3 + e$



A. Introduction

Every office will strive to always improve the performance of its employees to achieve the goals set. The success of an office is greatly updated by work discipline, work environment, employee placement and work productivity of its employees. Various ways can be taken by the office in increasing the work productivity of its employees, among others by realizing employee job satisfaction through the organization and leadership style that is in line with employee expectations. Employee work can be assessed as work performance or work results of both quality and quantity achieved by an employee at a time period in accordance with the responsibilities that are given to him.

Discipline is the awareness and obedience of a person to the rules of office / organization and prevailing social norms. Generally work discipline can be seen if employees come to an office on time and on time.

The work environment is also very important to note in an office. Although the work environment does not carry out the work process, the environment that focuses on employees can increase productivity. Conversely an adequate work environment will be able to reduce performance and ultimately reduce employee performance productivity.

A working environment condition is said to be good or appropriate if humans can carry out activities in an optimal, healthy, safe and comfortable manner. The suitability of the work environment can be seen as a result in the long term. Better yet, poor working environments can demand more labor and time and do not support obtaining an efficient work system design. Communities who are satisfied with the services of the Population and Civil Registry of Batu Bara Regency have placed full trust in the community. so that trust spreads from one person to another and from one environment to another. From time to time the number of people who want to make ID cards, family cards and more is increasing while the limitations of services are a major problem. So it is very necessary for the efforts and strategies that must be done through changes in the HR organization. The creation of a work environment like this has a priority, namely to change the attitudes and behavior of HR, so that in turn it can improve the work productivity of all employees.

In addition to work discipline and work environment, employee placement also influences employee productivity. The right placement of



employees will create the continuity of offices that are in accordance with the provisions of the office.

Placement of employees is the process of giving assignments and workers to employees who pass the selection to be carried out in accordance with a predetermined scope, as well as taking responsibility for all risks and possibilities that occur on tasks and workers, authority responsibly.

Based on the background described above, the researcher conducts research and presents in the form of a thesis entitled: " The Influence of Work Disclosure, Work Environment and Employee Placement on Employee Work Productivity at the Coal Regency Population and Civil Registry Service "

B. Method

Place and time of research

The place of this research is carried out at the Office of Population and Civil Registry of Batu Bara Regency. While the research period is from April 2018 to June 2018.

Population and Sample

Population is a group of research elements, where the element is the smallest unit which is the data source needed, Ginting and Situmorang (2008: 128).

The population in this study were all employees in the Population Department Civil Registration Office in Batu Bara, both employees and non-employees, amounting to 45 people, namely:

Table 3.1

Data on Civil Service and Civil Registration Staff

No.	Type of Employee	Population
1.	Civil Servant	20 people
2.	Non Civil Servant	10 people
3.	TKS	15 people
Total		45 people

Source: Population and Civil Registry Service District Batubara Regency in 2015



A sample is a part of the population that will be studied and considered to be able to describe the population, Ginting and Sitomorang (2008: 151).

The basis of the sampling proposed by Arikunto (2000: 109) is: "if the population is less than 100 all taken, so the research is a population research, whereas if more than 100 can be taken between 10-24% or more at least depending on the ability of researchers in terms of time, energy and funds "

The sampling technique in this study was conducted using the Non Probability Sampling method, which is a sampling method that does not provide equal opportunity or opportunity for each element or population to be selected as a sample. The type of Non Probability Sampling used is saturated sampling. Because the population is less than 100, all of the population is sampled. In this research the samples were taken as many as 45 people.

Types and Data Sources

- a. Primary data, namely data obtained directly from respondents at the research location. Primary data is obtained by distributing questionnaires to respondents.
- b. Secondary data, namely data through library studies, by studying writings from books, journals or internet sites to support this research.

Data Collection Techniques

Technique of data collection in this study was conducted in 2 (two) ways, namely:

- a. Questionnaire is a list of questions about the object to be examined by way of distributing it directly to the respondent.
- b. Library study is a technique of collecting data using written objects such as collecting and studying data from books, research journals, magazine articles and the internet that have relevance to research.

Operational Definition of Variables

Operational definition aims to see the extent to which the variables of a factor are related to other factors. In this case the variables studied consist of:

- a. Free variable (X1)



Independent variables are often referred to as stimulus variables, predictors, or antecedents. Free variables are variables that influence or are the cause of changes or the emergence of dependent variables. In this study the independent variable (X1) is work discipline in the population and civil service. Work discipline is a management activity to carry out organizational standards. The indicators are:

1. Responsibility
 2. Professionism
 3. Discipline
 4. Inter-employee Relations
- b. Free variable (X2)

The independent variable (X2) here is the work environment at the Batu Bara Regency Population and Civil Registry Service. The work environment is everything that exists around workers who can influence themselves in carrying out their assigned tasks, the indicators are:

1. Lighting
 2. Air Temperature
 3. The smell of the room
 4. Security
 5. Comfort
- c. Free variable (X3)

The independent variable (X3) here is the placement of employees in the civil registration department. Employee placement is the process of giving assignments and workers to employees who pass the selection to be carried out according to the specified scope. The indicators are:

1. Quality of work
 2. Time used
 3. Employee work experience
 4. Physical health conditions of employees
- d. Bound Variable (Y)

Dependent variables are often referred to as output variables, criteria, consequent. the dependent variable is the variable that is influenced or which is due to the existence of independent variables. The dependent variable in this study is the work productivity of employees. The productivity of the work of employees is the ability to survive, adjust, maintain and grow, apart from certain functions it has. The indicators are:

1. Ability to survive



2. Maintain Yourself

3. Grow

4. Adapting (adaptation)

Variable measurement scale

The measurement scale of the variables used in this study is the Likert scale to measure attitudes, attitudes, and perceptions of a person or group of people about social phenomena showing five alternative answers submitted to respondents for each variable using a scale of 1 to 5.

Test Validity and Reliability

Validity test

Validity test is done to measure whether the data that has been obtained after the research is valid data with the measuring instrument used (questionnaire). According to Umar (2000), validity shows the extent to which a measuring device is able to measure what you want to measure.

In this study the sample validity test was taken as many as 30 people outside of the sample using the SPSS 17.0 for windows program with the following criteria:

1. If $r_{table} > r_{count}$, then the statement is said to be valid.
2. If $r_{count} < r_{table}$, then the statement is said to be invalid.

Reliability Test

Reliability is a constraint level of a research instrument. Reliable instruments are instruments that are used repeatedly to measure the same object will produce the same data (sugiyono, 2008). Reliability test can show the consistency of the respondent's answers contained in the questionnaire. This test is carried out after the validity test and tested is a valid statement.

In this study, validity and reliability were tested using the program 17.0 for windows. The statement items that are valid in the validity test will be determined reliability with criteria as follows:

1. If r_{alpha} is positive or r_{table} , then statements are reliable
2. If r_{alpha} is negative or $< r_{table}$, then the statement is not reliable



C. Research Results And Discussion

Research results

1. Conditions of the capil population service

The population service is part of the coal district which is located and bordered by:

- a. the north borders the white water.
- b. in the south it borders the district of Northawi / Kab. Simalingun
- c. in the west it is bordered by Bosar Maligas Regency, Simalungun
- d. East side bordering Kec. tanjung oyster / malacca strait.

Development policy of the population department

1. Purpose

- a. carry out the vision and mission of the successful coal district of Sumatra.
- b. . laying a strong foundation for the next stage of development
- c. Increased community participation in development in an efficient and effective manner.

2. Direction

- a. Development of the agriculture and fisheries sector
- b. Improvement of human resources (HR)
- c. Increased environmental success through mutual cooperation

3. Development priorities

- a. Agriculture and fisheries sector (processing of fishermen's catch)
- b. The development sector increases in a way for each village / kelurahan and neighborhood / hamlet
- c. Improvement of human resources (HR)
- d. Improve the education, health and community income sectors.

Government Sector

In carrying out government tasks at the sub-district level, referring to the Law Number 32 of 2004 concerning regional government, Law Number 5 of 2007 concerning the expansion of Batu Bara Regency and the regulation of the Regent of Batu Bara Number 6 of 2007 concerning the Organizational Structure of the Population Office.

2. Organizational Structure of the Civil Registry Population Service

Organizational structure is one of the factors that contribute to the success of an oarganisasi in achieving its goals. With the existence of an organizational structure, it would appear that the division of tasks and responsibilities to facilitate the demands for and supervise the



implementation and activities of the organization at the office of the Population and Civil Registry of Batu. Organizational structure in the form of a line, where the command government originates from the top down and so does the responsibility to act from the bottom up.

3. Main Tasks and Functions of the Population Service

Head of Department

- (1) The Population and Civil Registration Service is headed by a Chief.
- (2) The Head of the Population and Civil Registration Service has the duty to carry out regional autonomy authority in the field of population and civil registration in the implementation of decentralization tasks.
- (3) The details of the tasks referred to in paragraph (2) of this Article are as follows:
 - a. Arranging the formulation of Regional policies in the framework of implementing Regional governance in the field of Population and Civil Registration based on the main tasks and functions of the Population and Civil Registration Service and the vision and direction of Regional development;
 - b. Organize and distribute tasks to the Secretary to be forwarded to the Heads of Fields and Technical Implementation Units;
 - c. Give instructions and directives to the Secretary, the Heads of Fields and Technical Implementation Units so that the implementation of duties is in accordance with the instructions and provisions that apply.
 - d. Coordinating the Secretaries of the Heads of Fields and Technical Implementation Units directly or through periodic meetings to establish good and mutually supportive cooperative relations in the implementation of their respective duties;
 - e. Monitor and evaluate the implementation of duties of the head of the work unit within the Secretariat of the Fields and Technical Implementation Units to find out developments, obstacles and problems that arise and follow-up efforts to resolve them;

2. Secretariat

- (1) The Secretariat is headed by a Secretary.
- (2) The Secretary has the task of carrying out technical and administrative services to all organizational units within the Department of Population and Civil Registration, which includes general affairs and staffing, financial affairs and program affairs.



(3) The details of the tasks referred to in paragraph (2) of this Article are as follows:

- a. Arranging the activities of the Secretariat of the Population and Civil Registration activities by referring to the main tasks and functions as well as the vision and direction of regional development and previous activities in the implementation of tasks;
- b. Organize and distribute assignments to Subdivisions in accordance with applicable provisions and provide direction in accordance with the tasks of the problem;
- c. Give instructions and guidance to the Heads of Subdivisions so that the implementation of duties is in accordance with the applicable instructions and provisions;
- d. Coordinating the Head of Sub-Section within the Secretariat both directly and through regular meetings to establish good and mutually supportive cooperative relations in the implementation of their respective duties.
- e. Arrange and distribute letters according to the disposition of the Head of the Service both outside and inside the Population and Civil Registration Service;
- f. Coordinating the management of correspondence, archives, expeditions, procurement of equipment, administration, households, administration of official travel, maintenance of inventory items, management of office supplies, and protocol and public relations;
- g. Organizing the organization and governance in the Department of Population and Civil Registration;
- h. Coordinate the preparation of reports on the implementation of duties of the Population and Civil Registration Service;
- i. Coordinate the implementation of financial administration management which includes budgeting, bookkeeping, accountability and financial reports and employee welfare;
- j. Coordinate the implementation of personnel administration management, develop guidelines and management guidelines and employee guidance;
- k. Assessing subordinate work performance in the Secretary's Office of Population and Civil Registration based on the results achieved as material for improving employee careers;

The Secretariat consists of:



a. General and Personnel Subdivisions

b. Sub Division of Finance

c. Program Sub-Section

1. General and Personnel Subdivisions

(1) General and Personnel Sub Division headed by a Chief.

(2) General Subdivision and Personnel have the task of carrying out correspondence, filing, expeditions, procurement of administrative equipment, households, administration of official travel, maintenance of inventory items, management of office supplies and carrying out management of personnel administration, compiling guidelines, and management instructions in the environment Department of Population and Civil Registration.

(3) The details of the tasks referred to in paragraph (2) of this Article are:

4.1.3.2.2.Sub Finance Section

(1) The Finance Sub Division is headed by a Head.

(2) The Finance Sub-Section has the task of carrying out financial administration management which includes budgeting, bookkeeping, accountability and financial reports as well as employee welfare.

(3) The details of the tasks referred to in paragraph (2) of this Article are as follows:

a. Arranging the plan of activities of the Financial Sub Division by referring to the main tasks and functions as well as data and work programs of the Department of Population and Civil Registration and the provisions that apply as work guidelines.

b. Dividing assignments to subordinates in accordance with applicable rules and regulations and giving direction in accordance with the fields and problems;

c. Oversee and evaluate staff activities in the Financial Sub-Division to find out problems so that there are no deviations;

d. Preparing materials in the framework of drafting policy concepts, guidelines and technical instructions in the financial sub-section;

e. Carry out financial administration management including budgeting, financial bookkeeping, preparation of accountability, preparation of financial reports and financial virification;

f. Providing guidance to treasurers;

3. Section for Issuance of Population Documents

(1) The Population Document Issuance Section is headed by a Head.



(2) Issuance Section of Population Documents has the task of carrying out the tasks of the Registration Sector and Population Documents in the field of fostering community institutions which include the preparation of planning, guidance and technical guidance on the management of population registration.

(3) The details of the tasks referred to in paragraph (2) of this Article are:

- a. Arranging the plan of activities for the Issuance of Population Documents section based on the main tasks and functions as well as data and programs of the Population and Civil Registration Service and the provisions that apply as work guidelines;
- b. Divide tasks to subordinates in accordance with the applicable rules and regulations and provide direction in accordance with the problem area;
- c. Supervise and evaluate the activities of staff in the Population Document Issuance Section to find out problems so as not to cause deviations;
- d. Preparing materials in the framework of drafting policy concepts, guidelines and technical instructions for the Issuance of Population Documents Section;
- e. Assessing subordinate work performance within the Population Document Issuance Section based on the results achieved as material for improving employee careers;
- f. Delivering suggestions and considerations to superiors regarding the field of the Population Document Issuance Section for further guidance and improvement of tasks;
- g. Carry out other tasks given by superiors in accordance with the field of duty and problems.

4. Civil Registration Services Section

1. The Civil Registration Services Section is headed by a head.
2. Civil registration services section has the task of carrying out the duties of the Civil Registration Division in the field of population registration which includes the preparation and preparation of guidance materials, technical guidance on recording the population.
3. The details of the tasks referred to in paragraph (2) of this article are:



- a) Arranging the plan of activities of the Civil Registration Services Section based on the main tasks and functions as well as data on the work program of the Population and Civil Registration Office and the provisions that apply as work guidelines.
- b) Dividing assignments to subordinates in accordance with applicable rules and regulations and giving direction in accordance with the fields and problems.
- c) Supervise and evaluate the activities of staff in the Civil Registration Services section to find out problems so that there are no irregularities.
- d) Preparing materials in the framework of drafting policy concepts, guidelines and technical guidelines for Civil Registration Services Section.
- e) Carry out the preparatory tasks and tasks of carrying out civil registration services.
- f) Conducting civil registration administration.
- g) Carry out monitoring tasks of the implementation of civil registration administration.
- h) Inventory data recording.
- i) Recording data book printing.
- j) Inventory problems - problems related to the Civil Registration Services Section and prepare the solutions.
- k) Assessing subordinate work performance within the Civil Registration Services Section based on the results achieved as material for employee career improvement.
- l) Delivering suggestions and considerations to superiors regarding the field of Civil Registration Services Section for guidance and improvement of further assignments.
- m) Make a report on the implementation of the activities of the Civil Registration Services Section as the responsibility and assessment of the supervisor.
- n) Carry out other tasks given by superiors in accordance with the field of duty and problems.

5. Section for Management of Civil Registration Documents

Main tasks:

Assist the Head of Division in carrying out activities related to the Civil Registration Document

. Classical Assumption Test Results

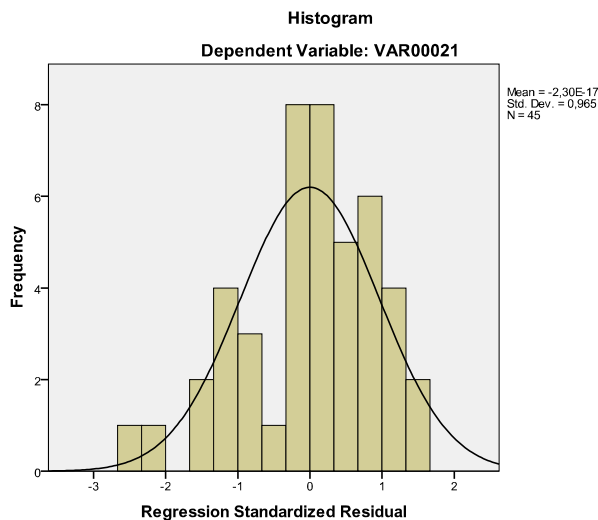


Before testing the hypothesis of this study, first testing the classical assumptions. The classic assumption test is carried out in an effort to obtain valid (valid) regression analysis, valid determines the multiple regression test tool can be used or not. There are 3 classic assumptions that must be fulfilled, namely: data normality, no multicollinearity and no heteroscedasticity. Here is a test to determine whether the three classic assumptions are fulfilled or not.

6. Normality Test

Before data management is carried out using regression tests, the data normality test is first performed. Data normality test was conducted to analyze whether the requirements of the regression equation have been fulfilled or not by looking at normal histogram and p-plot images. The output of the normality test of the data is in the form of a visual image that shows on the image press far or near the points on the image with a diagonal line. If the data comes from a normal distribution, then the data distribution values reflected in the points on the output will be located around the diagonal line. Conversely, if the data comes from an abnormal distribution, the points are scattered not around the diagonal line (scattered far from the diagonal line).

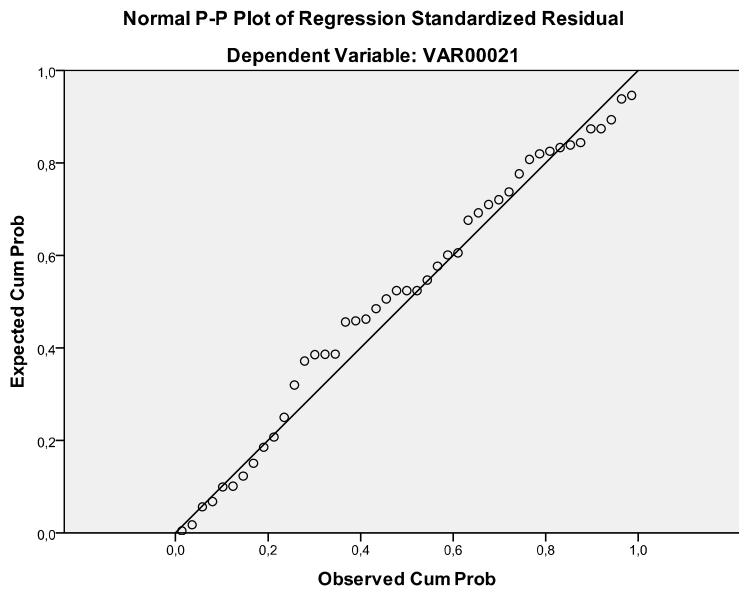
The results of normality testing using graph analysis are seen in figure 4.2 as follows:



Source: Research Results, 2015 (data processed)
Figure 4.2 Normality Test Results Using a Histogram



By comparing the observation data with a near normal distribution, from Figure 4.2 above it can be concluded that the data distribution is normal because the histogram graph shows the data distribution follows a diagonal line that does not tilt to the right and does not look left or normal. In this case, it means that H_0 is accepted, which means that the residual data is normally distributed.



Source: Research Results, 2015 (data processed)

Figure 4.3 Normality Test Results using P-Plot

The picture above shows that the distribution of the data in the picture above can be said to be scattered around the diagonal line (not scattered far from the diagonal line). These results indicate that data that will be regressed in this study is normally distributed or it can be said that the requirements for normality of data can be met.

7. Multicollinearity Test

Multicollinearity is a condition in which inter-dependent free variables are very strong. A good multiple regression equation is an equation that is free from multicollinearity. The presence or absence of multicollinearity problems in a regression model can be detected by the value of VIF (Variance inflator factor) with a tolerance value (tolerance).



A regression method is said to be free from multicollinearity problems if it has a VIF value smaller than 17 and has a tolerance value above 0,0001.

1. The results of hypothesis testing state that simultaneously the work discipline variables and the mobile work environment are significantly related to the work performance of employees in the Coal population department. In fact, job satisfaction in a reformed organization is compared to work discipline, where high job satisfaction will cause employees to work with high discipline and can improve work performance.

D. Suggestion

From the description above, after analyzing the applicants' work discipline, the work environment and the placement of employees on the work productivity of employees in the population and civil registry, then some suggestions will be given as follows:

1. Improvement of work performance in the coal district population service is carried out in an increase in discipline and environment in work. Work discipline is based on daily routine attendance or fingerprints given an assessment of the speed of completing work, then to increase job satisfaction is done by giving appropriate service back on every employee, improve conditional relations in work and organizational systems that support the role of each employee in carrying out the work as well as possible. In addition, it is recommended for the district population population service to create a better work environment and climate and provide opportunities for employees to excel.
2. preferably in improving employee work discipline, a method is needed that helps to increase understanding of the role of work productivity. Understanding of positive productivity such as productivity of work, productivity of time used, and productivity of work experience of employees.

Bibliography

- Arikunto suharsimi. *Produser Penelitian Praktik* Bina Aksara Jakarta, 2000
- Asmirasih Algifari. *Statistik Induktif :untuk dan bisnis*.Edisikedua, UPP AMP YKPN, Yogyakarta, 2003
- Arikunto Suharsimi. *Prosedur Penelitian Praktik*. Bina Aksara, Jakarta *ekonomi*, 2000.