

# The Role of Employees of the DPRD Secretariat in Serving and Supporting the Implementation of Duties and Functions of the DPRD in East Kutai District

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## ABSTRACT

District DPRD Secretariat is a Regional Government Organization established to support the implementation of duties and functions of Regency DPRDs. The performance of the Regency DPRD in carrying out these three functions is also determined by how well the echelon officials in the Regency DPRD Secretariat perform their functions to provide administrative services and provide support to the Regency DPRD. However, the facts show that the performance of the East Kutai Regency DPRD is generally not optimal. This is partly because the administrative service function and provision of support by the East Kutai Regency DPRD Secretariat has not run optimally as it should be, both in the administration of secretarial administration, financial administration, and in providing and coordinating the experts needed by the DPRD, as mandated by the Regent Regulation East Kutai Regency Number 25 of 2016. Based on this problem, this study aims to describe and analyze the role of echelon DPRD Secretariat officials in serving and supporting the implementation of the duties and functions of the East Kutai Regency DPRD based on the Regent Regulation Number 25 of 2016. Through a qualitative approach, this research concludes that the role of echelon DPRD Secretariat officials in serving and supporting the implementation of the duties and functions of the East Kutai Regency DPRD based on Regent Regulation Number 25 of 2016 has not been maximized. The DPRD Secretariat echelon officials play a dominant role as a "facilitator" of DPRD activities. Meanwhile, the role of "coordinator" of DPRD activity programs with local governments; and the role of "administrator" in the formulation of draft regional policies and reporting on the results of the implementation of the duties of the DPRD Secretariat has not been carried out properly. This interdependence of roles is more due to the low quality of human resources of the East Kutai Regency DPRD Secretariat.

**Keywords:** Echelon officials; Role; Secretariat of regency DPRD; *Tupoksi* of regency DPRD

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## 1. INTRODUCTION

In carrying out its duties, the DPRD Secretariat has the function of carrying out secretarial administration, organizing DPRD financial administration, facilitating the holding of DPRD meetings, and providing and coordinating the experts needed by DPRD.

The Regency DPRD itself is a regional people's representative institution that is positioned as an element in administering Regency Regional Government. DPRD has several functions, namely (1) the legislative function is to form regional regulations together with the legislature, (2) the budget function is to prepare and determine the APBD together with the Regional Government, and (3) the supervisory function referred to is the function of supervising the implementation of laws and regulations regional heads, regional head decrees and policies set by the Regional Government (Lumolos, 20135).

The performance of the Regency DPRD in carrying out these three functions is also determined by how well the Echelon Officials at the District DPRD Secretariat perform their functions to provide administrative services and provide support to the Regency DPRD. This is as stated by Oliveira & Filho (2017) that the intermediation of bureaucratic staff can streamline the implementation of the duties of regional political institutions through problem solving, providing motivation, and providing information.

However, the results of preliminary studies conducted by researchers indicate the fact that there is an administrative service function and providing support by the East Kutai Regency DPRD Secretariat that

has not been running properly, both in secretarial administration, financial administration, as well as in providing and coordinating the experts needed by the The East Kutai Regency DPRD, as mandated by the East Kutai Regency Regent Regulation Number 25 of 2016. Thus, it has caused the performance of the East Kutai Regency DPRD in general to be not optimal.

This research's purpose is to describe and analyze the role of echelon DPRD secretariat officials in carrying out and supporting the implementation of the duties and functions of the East Kutai Regency DPRD based on Regent Regulation Number 25 of 2016.

## **2. LITERATURE REVIEW**

### **Public policy theory**

Policy, according to Hoogerwerf (in Sjahrir, 1988), is a kind of answer to a problem, is an attempt to solve, reduce, prevent a problem in a certain way, namely through directed action. Meanwhile, Anderson (2003) provides policy formulation as the behavior of a number of actors (officials, groups, government agencies) or a series of actors in a particular field of activity.

### **Theory of public policy implementation**

According to Van Meter & Van Horn (in Wahab, 2004), the notion of implementation is the achievement of goals outlined in policy decisions through actions taken by individuals, officials, government or private groups. Van Meter & Van Horn argues that implementation is the action of individuals, officials, groups of government or private bodies aimed at achieving the goals set in a predetermined decision.

According to Dwijowijoto (2003), there are two options for implementing policies, first, namely directly implementing them in the form of programs and secondly through derivative policy formulations or derivatives of these policies.

### **George C. Edward III's public policy implementation model**

George C. Edward III (1980) suggests several factors that can influence the success of a public policy implementation, namely: communication, resources, disposition, and bureaucratic structure.

### **Role theory**

Role is a pattern of normative behavior expected at a certain position (status) (Nurdin & Abrori, 2006). Goss, Mason & McEachern define roles as expectations imposed on individuals who occupy certain social positions (David & Wirutomo, 198). Meanwhile, according to Laurence Ross, role is the status and dynamics of the status or the use of rights and obligations or it can also be referred to as subjective status (Susanto, 1979).

If linked with the Regency DPRD Secretariat organization, the role is the attitude and behavior of the Regency DPRD Secretariat organization in relation to its formal position to support the implementation of the District DPRD functions. In the event that the District DPRD Secretariat carries out tasks in accordance with its formal position, the Regency DPRD Secretariat carries out a role. In accordance with the provisions of Article 31 of Government Regulation of the Republic of Indonesia Number 18 of 2016 concerning Regional Apparatus, the Secretariat of the Regency DPRD is an element of administrative services and provides support for the duties and functions of the Regency DPRD.

### **Regional government operators**

Administration of government is a series of activities carried out by the government in the framework of carrying out its functions as stated in state legislation. According to Rasyid (2000), the government's mission to advance people's lives (through services, empowerment, and development) can only be carried out and achieved if in the organization itself an effective, efficient, and innovative management system mechanism takes place. Loyalty to this mission requires government organizations to give freedom to their apparatus to make the best use of the methods they develop themselves.

### **DPRD secretariat**

The duties of the Regency DPRD Secretariat according to Government Regulation Number 18 of 2016 concerning Regional Apparatus are to carry out secretarial and financial administration, support the implementation of the duties and functions of the Regency DPRD, and provide and coordinate the experts required by the Regency DPRD in exercising their rights and functions as needed. The functions of the District DPRD Secretariat in carrying out these tasks include: DPRD secretariat administration; DPRD financial administration; facilitate the holding of DPRD meetings; and the provision and coordination of experts needed by the DPRD (Ferra, 2015).

### **Regional People's Representative Council (DPRD)**

The Regional People's Representative Council (DPRD) is a representative institution in the regions consisting of members of political parties participating in the general election (election) who are elected based on the results of general elections. DPRD is also a Regional Government institution (Lumolos, 2013).

## **3. METHODS**

### **Approach and types research**

This type of research used in this research is descriptive research. According to Sutopo (2006), descriptive-qualitative research is a case study that leads to a detailed and in-depth description of the portrait of conditions about what actually happened according to what it is in the field of study.

### **Research focus**

Supporting and inhibiting factors in implementing the policy of Regent Regulation Number 25 of 2016 in relation to the role of Echelon Officials of the DPRD Secretariat in East Kutai Regency: Internal factors and External Factors.

### **Research location and instruments**

This research was conducted at the Secretariat of the DPRD East Kutai Regency, East Kalimantan Province. The main instrument in this study is the researcher himself. While the supporting instruments are a number of tools used in this study to collect data so that it can run systematically and easily, including in the form of cameras, tape recorders, and laptops.

### **Research informants**

Based on these considerations, the informants selected in this study are: (1) DPRD Secretary; (2) Head of General Affairs; (3) Head of Finance; (4) Head of the Inter-Institutional and Community Relations Section; (4) Head of Hearing and Legislation Section; (5) DPRD members from the United Development Party; (6) DPRD members from the *Golkar* Party; (7) DPRD members from the Democratic National Party.

### **Data collection techniques**

In this study, data collection techniques used: Interview, Observation and Documentation.

### **Data analysis techniques**

In this study, data analysis was carried out before entering the field, during the field, and after finishing in the field. In this study using a data analysis model from Miles, Huberman & Saldana (2014), through the following stages: Data Condensation, Data Presentation and Conclusion Drawing / verification.

## **4. RESULTS AND DISCUSSION**

The success of an organization in achieving the goals and objectives set will depend on the human resources (employees) available. Therefore, the potential of human resources (employees) must be utilized as well as possible to achieve maximum results. Based on interviews with several officials or implementing staff at the DPRD Secretariat, it shows that the potential for employee human resources has been managed and utilized quite well, however, there are still some weaknesses or obstacles, especially with regard to competence.

The points put forward by the DPRD Secretary and one of the DPRD Secretariat staff / executives and also by one of the DPRD Leaders can show that the potential human resources of the East Kutai Regency DPRD secretariat employees have been utilized quite optimally; however, there are still some weaknesses, especially in terms of the quality of human resources for some employees, especially skills skills and work experience. Thus, it can be concluded that the role of the East Kutai Regency DPRD Secretariat in supporting the implementation of the DPRD's functions has been carried out efficiently in terms of the use or utilization of the potential of employee human resources. The efficiency of the DPRD Secretariat's role in supporting the implementation of DPRD functions can also be seen from the level of timeliness of implementation and completion of assigned tasks. All the Heads of Divisions in the East Kutai Regency DPRD Secretariat who were interviewed stated that the DPRD secretariat's tasks to support the implementation of DPRD functions can generally be carried out and completed on time according to the DPRD's needs.

This was stated by the Heads of Divisions in the Secretariat of the DPRD of East Kutai Regency and one of the Leaders of the DPRD of East Kutai Regency regarding the level of timeliness of the implementation and completion of the duties of the DPRD Secretariat shows that the secretariat tasks of the DPRD East Kutai Regency can be carried out but cannot be completed on time. as determined or required by the DPRD. This can conclude that the role of the East Kutai Regency DPRD Secretariat in supporting the implementation of DPRD functions has not been carried out efficiently in terms of the timeliness of the implementation and completion of tasks. The overall results of the interview regarding the level of efficiency in the implementation of the role of the East Kutai Regency DPRD Secretariat in supporting the DPRD functions described above indicate that the role of the DPRD Secretariat in supporting the implementation of the functions of the East Kutai Regency DPRD has not been carried out efficiently seen from the aspects of budget use and utilization of employee potential human resources, and level of timeliness of implementation and completion of assigned tasks.

## 5. CONCLUSION

The role of echelon DPRD Secretariat officials in serving and supporting the implementation of the duties and functions of the East Kutai Regency DPRD based on Regent Regulation Number 25 of 2016 has not been maximized. The DPRD Secretariat echelon officials play the dominant role as a "facilitator" of DPRD activities. Meanwhile, the role of "coordinator" of DPRD activity programs with local governments; and the role of "administrator" in the formulation of draft regional policies and reporting on the results of the implementation of the duties of the DPRD Secretariat has not been carried out properly. This interdependence of roles is more due to the low quality of human resources of the East Kutai Regency DPRD Secretariat.

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