

Existence And Challenges Of The Functional Position Of Archivist

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Abstrak

Lembaga perguruan tinggi merupakan instrument nomor satu dalam menghasilkan Sumber daya manusia dalam berbagai bidang. Arsiparis adalah salah satu kebijakan pemerintah yang dihasilkan dalam mengembangkan aparatur sipil negara. Tujuan penulisan artikel adalah untuk memberikan deskripsi konseptual dan teoritis tentang sumber daya manusia dalam sistem manajemen arsip di pendidikan tinggi di Indonesia. Metode penelitian adalah kualitatif deskriptif dengan kajian literatur yang didapat dari berbagai sumber terpercaya. Hasil penelitian menunjukkan peralihnya jabatan struktural kejabatan fungsional berdampak baik bagi perkembangan karir aparatur sipil negara tenaga kependidikan. Disisi lain Lembaga, perguruan tinggi perlu menghasilkan susunan organisasi tata kerja dan standar operasional prosedur yang jelas terhadap penerapan jenjang struktural ke fungsional termasuk asiparis.

Kata kunci : Eksistensi, tantangn, fusngional, asiparis, kinerja.

Abstract

Higher education institutions are the number one instrument in producing human resources in various fields. Archivists are one of the government policies produced in developing the state civil apparatus. The purpose of writing this article is to provide a conceptual and theoretical description of human resources in records management systems in higher education in Indonesia. The research method is descriptive qualitative with literature review obtained from various reliable sources. The results of the study show that the transition from structural positions to functional positions has a good impact on the career development of the state civil apparatus as education personnel. On the other hand, institutions and higher education institutions need to produce a clear organizational structure of work procedures and standard operating procedures for the application of structural to functional levels, including assistants.

Keyword: Existence, challenge, functional, aspirational, performance

1. INTRODUCTION

Increasing the Human Resources of the state civil apparatus plays an important and dominant role in government activities or activities. The success or failure of the government in achieving the previously set goals is highly dependent on the ability of its human resources (employees) to carry out the tasks assigned to it. Human resource capabilities, can be seen by formal education and technical capabilities (Hendri dkk, 2022) The role of resources is not only as an object, but a determining direction for development(Sukarno et al., 2023) According to (Jackson, 2015) Human resource management is the development of formal systems within an organization to effectively and efficiently manage human talent to achieve organizational goals. . Human resource management has two main forms of academic existence such as attending conferences, the second is in the form of practice in organizations, namely hiring employees and then having relationships with employees (Storey 2007:3) Increasing the professionalism and competence of archival resources requires a development program (Harahap, 2020) Every organization needs reliable human resources according to the required abilities according to the needs in that field of the organization (Amelia & Hernawati, 2016)

The role of human resource management is recognized as crucial for the realization of a goal, so that proper planning, solid organization, appropriate and professional staffing, well-controlled direction and supervision are needed to ensure the functioning of managerial processes. The human resource management needs to know and identify what jobs will be done and how the work is done as well as what kind of personal is appropriate to occupy the job.

In this case, the central government, blood and university organizations need to set work standards and criteria for education, knowledge, skills, and experience required. The development of human resources, in this case employment, is an integral part of this development effort. Therefore, every higher education institution needs to think about ways that can be done to develop its human resources so that it can encourage progress for employees who have high productivity. Lecturer development appears to be a real need for efforts to improve the quality of human resources for higher education lecturers through a systematic, coherent, measurable and organized process. Archive employee competence in managing static archives is still lacking, (Kusuma et al., 2021). The amount of information needed must be available quickly and precisely when needed at any time (Maryanasari & Prasetyawan, 2019) The role of human resources is an important position in a public service provider (Salma & Nawangsari, 2022)

University leadership becomes concept, facts and ideas, group, campus community and personal. State apparatus resource management in higher education places more emphasis on the complex parts of a person's figure. The existence of higher education management becomes at the same time the needs of higher education institutions and their stakeholders. Universities certainly focus more on their work in terms of managing all the potential of lecturers and minimizing the various deficiencies they have, including universities in Indonesia.

Intelligence The management of teaching and educational staff has an important role and contributes to determining the smoothness and success of the vision. In order for educators and educational staff to carry out their duties properly and effectively, they are required to have the ability, work motivation, work discipline, work ethic, work culture, work ethic, and high morale (Siagian, 2015) The problem in increasing resources is the functional placement, functions and educational tasks. states that development must be viewed as an activity to increase the ability of individuals and groups so that they are more responsible in the system that is formed. The implementation of employee placement is inseparable from the existence of a problem.

The issuance of Regulation of the Minister of Administrative Reform and Bureaucratic Reform Number 26 of 2016 concerning the Appointment of Civil Servants in Functional Positions through Adjustments/Inpassing (one of the goals is to increase reliable human resources and streamline the bureaucracy through simplification of the organizational structure, the government's efforts in implementing bureaucratic reform. Regarding bureaucratic management, the Ministry of State apparatus and the bureaucracy have issued three circulars regarding strategic and concrete steps regarding simplification of the bureaucracy which contain nine steps that must be carried out immediately by all heads of agencies. The nine steps are contained in circulars No. 384, 290 and 391 of 2019 dated November 13 2019, which was addressed to Ministers of the Advanced Indonesian Cabinet, Governors, and Mayors and Regents. Collaboration between institutions is also needed, in order to maximize the presentation of data that is connected between institutions so so that it can facilitate research activities or archive preservation (Faturohmah, 2021) Basically, archive management is not an easy job, but it is a difficult job because you have to have a state civil apparatus with an archival background (Putri, 2022) The problems that arise in completing this downsizing of the bureaucracy, are in the process of inpassing into functional positions as well as the equality of structural and functional position allowances. This is because each functional position requires a person's competence, while the amount of structural and functional allowances is different. Obstacles

and problems that occur are regarding the need for archivist employees who are faced with the burden of managing archives with responsibility as a center for archival development (Pambudi & Oktarina, 2019). Efficiency of proper archive management that supports administrative activities so that they run more smoothly is often neglected for various reasons. (Rahmi et al., 2021). Universities, in addition to the problems above, the problems in the transition from structural positions to functional librarians, public relations institutions, educational laboratory institutions, goods and services managers, personnel analysis, computer institutions, archivists and so on. Archivist is a position that has the scope, duties, responsibilities and authority to carry out archive management and archive development activities occupied by Civil Servants with rights and obligations granted in full by the authorized official. Observations by the author of the university from several functional positions based on inpassing rules, archivist functional numbers are large compared to other functional positions. The purpose of writing this article is to provide a conceptual and theoretical description of human resources in the records management system at public universities.

2. METHOD

Descriptive qualitative research methods and literature studies were used in this study. According to Bogdan and Taylor (Moleong, 2004) defines a qualitative approach as a research procedure for producing descriptive data in the form of written or oral words from people (informants) and observed behavior. By using qualitative methods the results of this study can interpret the data obtained by researchers from the field. The descriptive method is a problem-solving technique that is studied by describing the state of the subject/object being studied. (Nawawi, 2003) Through this methodological framework, it is anticipated that it will yield more profound and exhaustive responses, transcending mere superficial and theoretical validations, in alignment with the research objectives that are intended to be fulfilled. This research will reveal more theoretically and conceptually about archivists as a profession. Literature study is used as a technique to collect the necessary data starting from books, journals, articles, magazines, and other scientific references related to the theme raised. There are 3 stages in the data collection process, namely editing to re-check the data that has been obtained. Then the researcher tries to manage the data that has been obtained. And finally, finding is done so that the analysis of the results of data management is able to go up to the conclusion drawing stage.

3. RESULTS AND DISCUSSION

Competence and functional existence of archivists

Competence as a fundamental characteristic of a person that allows them to provide superior performance in their work. Competence is also a deep and innate part of personality, with predictable behavior in different situations and work tasks. Armstrong Dan Baron (1998) Competence is the behavioral dimension underlying competent performance that shows how people behave when they perform well in their roles. Mac. Leland I (Moeheriono, 2012) Competence is a basic characteristic of personnel that determines the success or failure of someone in doing a job or in a certain situation. By evaluating a person's competencies, we will be able to predict that person's performance. Employees or state civil servants who are placed in certain tasks that have been assessed will know what competencies are needed, as well as what methods must be taken to achieve promotion to the

next level of position in order to exist in the institution where they work. The existence of an institution or organization is inseparable from the human resource factor. Human resources play a large enough role, because the dynamics and movement of the organization is determined by how much the work and initiative of the individuals within the organization itself.

According to (Ardyawin, 2018) archiving is basically a science and an applied science. As a science because in general it has fulfilled the requirements that can be learned, has a methodology and meets other requirements. Whereas as an applied science, because it was the first time archives were developed as something which was initially implemented in the business/business world sector and then spread to government organizations which have recently developed very rapidly. All organizational activities basically require information that can help with work and information that can solve problems that exist in today's society. One important source of information that can support the process of administrative and bureaucratic activities is archives (records).

Archives are records of actions or events in various forms and media, such as the development of information and communication technology, created and received by government organizations, governments, regions, educational institutions, companies, political organizations, social organizations and individuals, social policy, government, and public life. (Ardyawin, 2018). According to law no. 43 of 2009, an archivist is a person who, through formal training and/or training in the field of archiving, has acquired the qualifications in the field of archiving and who has the duties, tasks and responsibilities of archiving. (Law No. 43 of the Republic of Indonesia, 2009, taken from the archives)

The Archivist is a position whose scope, functions, responsibilities and authority enable him to carry out the activities of management and development of the archives of the officials with all the rights and obligations granted by the authorized official. Archivist profession is a choice that requires a strong personal character because archivists must be responsible for managing archives. Therefore, in any agency/institution an archivist is able to play a role in improving the performance of his/her institution based on his/her knowledge and skills as an archivist. As a very important profession in all archival institutions, they must have competence which includes several aspects, namely: aspects of knowledge, aspects of skills, and aspects of attitude.

The knowledge aspect is not only limited to archiving, but other sciences that can support the archivist profession. As an aspect of the skills of an archivist must be able to carry out work, manage work, anticipate all possibilities that will occur, skills in managing the work environment, and skills in adapting to the environment and work. Attitude is also an important aspect of the competence of an archivist, such as performance at work, responses to the work environment, awards, and assessments. In this profession professionalism must be embedded in an archivist. As an effort to establish archivists to be truly professionals in their field, it is necessary to develop a quality Management Information System.

A well-organized archival Management Information System, the aim of which is to give birth to an innovative, creative, productive archivist, followed by high enthusiasm or work ethic. Apart from having to be professional, archivists are also required to have high patience in carrying out archival tasks. The information network in relation to the information handling/Management Information System, needs attention to be immediately refined, both the equipment/equipment system and its personnel, requires equipment and systems and modern work procedures, so that without any improvement in work systems, work procedures, work equipment/equipment, then all the modern equipment will not function as it should. (Jones, 1996) people who underestimate the archivist profession as an important component in every institution. As a profession that has an important personal position for archivists, it must be built so that skewed assumptions about

archivists are not ejected anymore. professional organization Profession is closely related to professional means everything related to or is part of the profession. (Sulistyo- Basuki. 1991:147).

This professional work certainly will not escape the competence possessed by someone. A person's professionalism will be achieved by how he works with the competence he has. In this case competence is closely related to one's professionalism. With the existence of a person's performance competence can be known level of credibility. As with the competence of archivists, at the beginning the author said that there were still many people who did not understand the existence of an archivist or even the archives themselves.

Archives constitute a repository of documented activities or occurrences manifested in diverse formats and media, aligned with the evolution of information and communication technologies, which are collected and recognized by governmental entities, regional administrations, educational establishments, commercial enterprises, political bodies, community organizations, and individual citizens in the pursuit of social, national, and patriotic objectives. This understanding shows that the existence of archives is a historical asset of an institution, a region, even for a nation. According to Gomes, human resources are the only resources that have reason, feeling, desire, ability, knowledge, encouragement, power, and work. (Gomes, 2013)

Functional Department

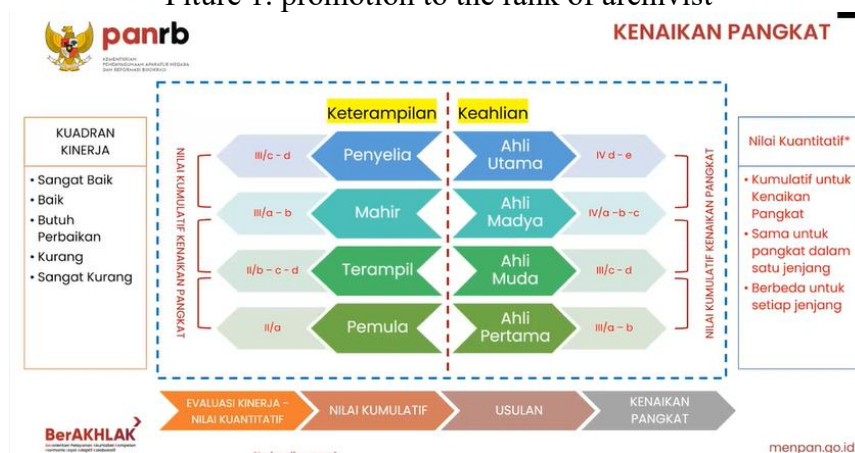
The levels in the functional profession of archivists are divided into several classes, skilled level archivists are, archivists with technical qualifications or professional support, whose implementation of their duties and functions fulfills the requirements for mastery of technical knowledge in the field of archives management and archival development. Meanwhile, expert-level archivists are archivists with professional qualifications whose duties and functions meet the requirements for mastery of science and technology in the field of records management and archive management. Whereas in Permenpan Number PER/3/M.PAN/3/2009, the functional position of an archivist is only emphasized for civil servants, while in Law No. 43 of 2009 concerning archiving An archivist is a person who has competence in the field of archiving, obtained through formal education or obtained from archiving training, and has the functions, duties and responsibilities of carrying out archival activities.

An archivist in the government organizational structure, is included in a group of functional positions, such as functional librarian and others. Functional positions are an offer for civil servants who cannot occupy structural positions, and now many are starting to want to occupy them. Considering that structural positions can only be filled by one person, it often becomes an arena of struggle, and the winners are those who have close ties with their leaders, and that is what distinguishes them from existing functional positions. For this reason, if a civil servant has chosen a functional position, then that person no longer needs to think about a structural position that can only be occupied by one person.

Archivist Functional Position

Archivist Functional Position, has legal status as a professional in the field of archiving who has independence and is independent in carrying out his functions, duties and authorities in state institutions, regional government and state universities

Figure 1. promotion to the rank of archivist



Source : Menpan RB.go.id

The Functions and Duties of Archivists are as follows: First, it is imperative to uphold the generation of archives arising from activities undertaken by governmental bodies, municipal authorities, educational establishments, corporations, political entities, and mass organizations. Second, it is essential to ensure the accessibility of authentic and reliable archives that serve as legal documentation. Third, it is vital to foster the effective management of archives and the application of archival materials in conformity with statutory regulations. Fourth, it is crucial to safeguard the security and integrity of archives, which serve to protect records pertinent to individuals' civil rights through the management and utilization of credible and trusted archival resources. Fifth, it is necessary to ensure the safety and preservation of archives, which act as evidence of accountability within the societal, national, and state context. Sixth, it is important to protect national assets across the economic, social, political, cultural, defense, and security domains, as these represent the national identity and essence. Lastly, it is essential to disseminate information that enhances the quality of public services concerning the management and utilization of authentic and reliable archival materials.

Asiparis Functional Strengths and Strengths and Solutions

In general, Civil Servants do not know much about the functional position of an archivist, as well as the benefits that can be obtained. Below are some explanations that need to be known in occupying the archivist functional position. First, if a Civil Servant has become functional, of course they will knock each other out, to try to seize a structural position. Second, Civil Servants will be even more professional in their field of work, in handling archives and archives. Third, the opportunity to be promoted to the rank of choice once every 2 (two) years, with a record that the credit score has been fulfilled, and an assessment Work Implementation Assessment Listin good name. The opportunity to get promoted with the highest rank and class/space is also very wide open. Fourth, will get an archivist functional position allowance. Fifth, the process of stipulating that the retirement age limit for the position of Archives of the Main Middle is 60 years (Adianto, Maryani, 2017)

Meanwhile, according to Wursanto (1991: 29) on the basis of the description above, problems in the field of archives can be stated in detail as follows: first, quick and accurate retrieval of archives if they are needed again at any time, either by the leadership of the organization concerned or by other organizations. Second, the loss of archives as a result of a less systematic storage system, an imperfect maintenance and security system, as well as borrowing or using records by the leadership or by other organizational units, for a long period of time, so that the records are forgotten to be

returned to the archival unit. Third, the continuous addition of archives to the archives section without being followed by removal and depreciation which results in insufficient archive storage space. Fourth, archive work procedures that do not keep up with modern archival science developments because archival employees are incompetent and lack regular guidance from the leadership and archival experts. Fifth, inadequate archival technology, which does not keep up with the development of modern archival science, due to lack of funds and incompetent archivists. Sixth, employees do not know the role and importance of documents to the organization, so they do not pay enough attention to the system to keep, control and manage records.

Solutions to Asiparis Functional Problems

Solusi dari permasalahan eksistensi fungsional he solution to the problem of the functional existence of archivists starting from upstream to downstream, policies are taken as follows: first, the Recruitment and Selection System for higher education archivist human resources, continues to strive to improve the quality of human resources because a strong government apparatus will be able to maintain excellence competitiveness and sustainability in increasing the competitiveness of tertiary institutions. Second, the operational framework for the archivist resource allocation system is implemented through the regulation of diverse facets of resource administration, encompassing management strategies, job assessment, workforce planning, recruitment and selection processes, employee training and development initiatives, compensation frameworks, talent management practices, systems for managing employee performance, and policies related to employee termination. Third, the asiparis work assessment management system, work assessment is the responsibility of the higher education leadership. The performance appraisal management system is a means of evaluating targets and goals that must be achieved by all employees and work units which are compiled based on the vision, mission and long-term goals of the university. Fourth, the pattern of fostering archivists through formal and non-formal education directed at professional programs and academic programs is very much needed. The professional program is expected to produce professional archivists who have technical skills in the field of archiving, while the academic program is expected to produce archivists who have managerial skills. Regarding the pattern of guidance for the position of archivist as stipulated in the decision of the Head of the National Archives, it is necessary to clarify or follow up with technical instructions, so that it is easier to apply while continuing to focus on the goals to be achieved in each group of ranks or groups of functional positions archivist, and able to anticipate the development of information and communication technology.

4. CONCLUSION

Higher education institutions are the number one instrument in producing human resources in various fields. Archivists are one of the human resources produced. The transition from a structural position to a functional position has a good impact on the career development of the state civil apparatus for education personnel. On the other hand, institutions, higher education institutions need to produce a clear organizational structure of work procedures and standard operating procedures for the implementation of functional bypassing, especially for assistants.

Good archive management by archivists should ideally be an important part in supporting the achievement of the archiving process and improving services for academics in delivering information in institutions or agencies. This requires qualified and competent archivists according to their fields. Not only that, good records management requires good cooperation between archivists and all related parties to be committed to developing archives management to the fullest.

In this regard, archives need to be managed properly within a proper system framework. Good archive management by archivists should ideally be an important part in supporting the achievement of the archiving process and improving services for the community in conveying information in institutions or agencies. This requires qualified and competent archivists according to their fields. Not only that, good records management requires good cooperation between archivists and all related parties to be committed to developing archives management to the fullest.

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