

ABSTRAK

Penelitian ini membahas tentang alur proses *inpassing* jabatan fungsional analisis pengembangan kompetensi di Badan Pengembangan Sumber Daya Manusia Provinsi Jawa Barat. *Inpassing* merupakan mekanisme pengakuan dan peralihan jabatan fungsional yang relevan dengan pengalaman kerja dan kualifikasi pendidikan. Tujuan penelitian ini adalah untuk mengidentifikasi dan menganalisis langkah-langkah serta tahapan yang terlibat dalam proses *inpassing* jabatan fungsional analisis pengembangan kompetensi di instansi tersebut. Metode penelitian yang digunakan adalah pendekatan kualitatif deskriptif dengan mengumpulkan data melalui wawancara mendalam dengan berbagai pihak terkait, observasi, dan analisis dokumen terkait proses *inpassing*. Hasil penelitian ini menunjukkan bahwa alur proses *inpassing* jabatan fungsional analisis pengembangan kompetensi melibatkan beberapa tahapan, seperti persyaratan administratif dan substansi, penilaian kualifikasi dan pengalaman, serta evaluasi dan penetapan hasil *inpassing*. Terdapat tahapan-tahapan yang memerlukan koordinasi antarunit dalam organisasi untuk memastikan kelancaran proses *inpassing*. Kesimpulan dari penelitian ini adalah bahwa alur proses *inpassing* jabatan fungsional analisis pengembangan kompetensi di Badan Pengembangan Sumber Daya Manusia Provinsi Jawa Barat memiliki beberapa tahapan yang harus diikuti oleh pegawai yang ingin mengajukan *inpassing*. Proses ini melibatkan berbagai tahapan evaluasi dan koordinasi, serta penilaian terhadap kualifikasi dan pengalaman kerja para pegawai. Oleh karena itu, pemahaman yang mendalam terhadap alur proses ini penting bagi pegawai yang berminat untuk mengikuti *inpassing* jabatan fungsional di instansi tersebut.

Kata Kunci : *Inpassing*, Sumber Daya Manusia, Pegawai

ABSTRACT

This study discusses the process flow of inpassing the functional position of competency development analyst at the Human Resource Development Board of West Java Province. Inpassing is a mechanism for recognizing and transferring functional positions that are relevant to work experience and educational qualifications. The purpose of this study was to identify and analyze the steps and stages involved in the process of inpassing the competency development analyst functional position in the agency. The research method used is a descriptive qualitative approach by collecting data through in-depth interviews with various related parties, observation, and analysis of documents related to the bypassing process. The results of this study indicate that the flow of the process of passing the competency development analyst functional position involves several stages, such as administrative and substance requirements, qualification and experience assessment, as well as evaluation and determination of the results of inpassing. There are stages that require coordination between units within the organization to ensure the smooth passing process. The conclusion of this study is that the flow of the inpassing process for the functional position of competency development analyst at the Human Resources Development Agency of West Java Province has several stages that must be followed by employees who wish to apply for inpassing. This process involves various stages of evaluation and coordination, as well as an assessment of the qualifications and work experience of employees. Therefore, an in-depth understanding of this process flow is important for employees who are interested in taking part in passing functional positions in these agencies.

Keywords: Inpassing, Human Resources, Employees