ABSTRAK

HASWINDA, 2022. Pengaruh Sistem Kerja dan *Job Description* Terhadap Produktivitas Pengurus Koperasi Karya Mandiri di Desa Lassang Kecamatan Polongbangkeng Utara Kabupaten Takalar . Skripsi, Program Studi Manajemen, Fakultas Ekonomi dan Bisnis Universitas Muhammadiyah Makassar. Dibimbing oleh Mahmud Nuhung dan Ismail Rasulong.

Penelitian ini mengkaji tentang Pengaruh Sistem Kerja dan Job Description Terhadap Produktivitas Pengurus Koperasi Karya Mandiri di Desa Lassang Kecamatan Polongbangkeng Utara Kabupaten Takalar yang berfokus pada "Bagaimana Sistem Keja dan Job Description Terhadap Produktivitas Pengurus Koperasi Karya Mandiri ?". Pendekatan yang digunakan dalam penelitian ini adalah pendekatan kualitatif. Sumber data dalam penelitian ini adalah Pengurus Koperasi diantaranya Ketua Pengurus Koperasi, Sekretaris, Bendahara dan Kolektor. Teknik pengumpulan data melalui wawancara, observasi dan dokumentasi. Teknik analisis data menggunakan metode(1) reduksi data (*data reduction)*;(2) paparan data (*data display*); dan (3) penarikan kesimpulan dan verifikasi (*conclusion drawing/verifying*). Berdasarkan hasil analisis data dan hasil penelitian tentang Produktivitas Pengurus dalam mewujudkan Sistem Kerja dan *Job Description* di Koperasi Karya Mandiri dapat di simpulkan bahwa: 1). sistem kerja, melakukan pengontrolan pada setiap kegiatan pengurus terkait jadwal pekerjaan, fasilitas kerja, dan lingkungan kerja untuk meningkatkan produktivitas kerja pengurus Koperasi.. 2) *Job Description*, Koperasi Karya Mandiri menyusun unsur-unsur *job description* seperti identifikasi pekerjaan/jabatan, hubungan tugas dan tanggungjawab, standar wewenang dan pekerjaan, syarat kerja, ringkasan jabatan, dan penjelasan jabatan dalam meningkatkan produktivitas kerja pengurus Koperasi.

Kata Kunci : Sistem Kerja, *Job Description*, dan Produktivitas

ABSTRACT

HASWINDA, 2022. The Influence of the Work System and Job Description on the Productivity of the Karya Mandiri Cooperative Management in Lassang Village, North Polongbangkeng District, Takalar Regency. Thesis, Management Study Program, Faculty of Economics and Business, University of Muhammadiyah Makassar. Supervised Mahmud Nuhung and Ismail Rasulong.

This study examines the Influence of the Work System and Job Description on the Productivity of the Karya Mandiri Cooperative Management in Lassang Village, North Polongbangkeng District, Takalar Regency which focuses on "How is the Work System and Job Description on the Productivity of the Karya Mandiri Cooperative Management?". The approach used in this study is a qualitative approach. Sources of data in this study are the Cooperative Management including the Chairman of the Cooperative, Secretary, Treasurer and Collector. Data collection techniques through interviews, observation and documentation. The data analysis technique uses the methods (1) data reduction (data reduction); (2) data exposure (data display); and (3) conclusion drawing/verifying. Based on the results of data analysis and research results on Management Productivity in realizing the Work System and Job Description in the Karya Mandiri Cooperative, it can be concluded that: 1). work system, controlling each management activity related to the work schedule, work facilities, and work environment to increase the work productivity of the Cooperative management. 2) Job Description, Karya Mandiri Cooperative compiles job description elements such as job identification/position, task relationship and responsibilities, standards of authority and work, terms of work, summary of positions, and job descriptions in increasing the work productivity of Cooperative management.

Keywords: Work System, Job Description, and Productivity