Job Analysis Urgentity (Task) in Islamic Education

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ABSTRACT
This study aims to understand the importance of a task/job analysis for the advancement of Islamic education in Islamic educational institutions. With the analysis of the tasks placed by each human resource in their respective positions with their competencies, the goals of Islamic education will be achieved. The method used in this research is qualitative in a literature study approach. In contrast, in collecting data and study materials through various books and journals and other documents relevant to the study, a conclusion is then drawn. The expected results of this discussion will later contribute to Islamic education in Islamic educational institutions to make task analysis a top priority in achieving the goals of Islamic teaching. There are four types of job analysis carried out by educational institutions, namely 1) Job Analysis for personal specifications, 2) Job Analysis for training purposes, 3) Job Analysis for setting rates and 4) Job Analysis for method improvements. These four are essential parts carried out by Islamic educational institutions in finding human resources who contribute to the progress of Islamic education.

Keywords: *Islamic Education, Job Analysis, Personal Specifications*

INTRODUCTION

Islamic education is one of the most important and strategic aspects of implementing a change movement in Islam. The essence of Islamic education is to make fundamental changes to human behaviour (AlDahdouh, 2021). Each and prepared to play a role according to their role in achieving the common good (Haderani, 2018). Islamic educational institutions should already have concepts in embodying the values collected in the Qur'an and Sunnah, which are the foundation for advancing Islamic education (Dianto, 2021; Purwanto dkk., 2021). Today, Islamic educational institutions have spread everywhere so that Islamic education has begun to be ogled by the wider community. Of course, it takes effort and energy to improve and strengthen the position of Islamic educational institutions. These institutions need to be improved and strengthened to

compete and have a strong position. Some efforts that can be made to advance Islamic education are building institutional resources, maintaining consistency, and having competent resource specifications (Rezi dkk., 2022). To achieve this, it is necessary to take a job analysis seriously.

Job analysis is developed by an institution/organization to achieve the targeted common goals. Job analysis must design an organization through job/task descriptions, job/task specifications, and job/task evaluations (Ikenye, 2021). Two things must be considered by educational institutions or other organizations in carrying out job analysis, namely making appropriate plans and estimating labour needs as planned, and conducting job analysis accurately and measurably according to the needs of educational institutions (Ali & Amin, 2022). Islamic education will occupy its position if the human resources involved in the educational institution have competencies that can achieve academic goals. Achieving this goal is through a job analysis of all teachers/employees where the organization stands. If, on the other hand, the job analysis is not carried out by the educational institution, likely, the objectives of the education will not be achieved. The result will be a heavy burden on the organization without this job analysis.

Thus the importance of job analysis on human resources in organizations, including Islamic educational institutions for Islamic education, which aims at the process of providing knowledge and instilling values in students who are sourced from Islamic teachings (Al-Quran and Sunnah) to obtain world happiness and hereafter (Costley dkk., 2022; Jamilah, 2021). Based on that goal, it is critical job analysis be carried out by educational institutions.

RESEARCH METHODOLOGY

This research is qualitative research through a library research approach using data sources in reference books and scientific journal articles (Bairagi & Munot, 2019; Creswell, 2014). In this study, a series of activities related to library data collection, reading, taking notes, and processing relevant and needed information to answer the research objectives. There are four main characteristics that researchers need to understand in literature research, namely first, that researchers deal directly with texts or manuscripts; second, library data is ready to use, meaning that researchers see data instantly from books and scientific journals without having to go to the field, third, library data is secondary because it does not meet directly with the authors of the books and journals, fourth, the data obtained is not bound by space and time. Based on the main characteristics above, the procedure 1) explores general ideas about research, 2) looks for information that supports the research topic, 3) reinforces the research focus and organizes appropriate materials, 4) looks for and finds data sources in the form of primary library sources, namely books and scientific journal articles, 5) reorganizing the material and conclusions obtained from data sources, 6) reviewing the information that has been analyzed and is suitable for discussing and answering research problems, 7) enriching data sources to strengthen the analysis data and 8) compiling research results.

RESULT AND DISCUSSION

The existence of Islamic educational institutions in the 21st century needs to be considered and maintained by paying attention to the human resources involved in advancing it. So the analysis of work/tasks carried out by Islamic educational institutions is a significant factor in perpetuating its position in education. To be able to understand well the importance of job or task analysis in Islamic education, we will begin by discussing the following matters:

A. Definition of Job Analysis

Job analysis is an effort made by certain parties systematically to obtain data and information and collect the results obtained based on several provisions made to produce optimal results for the organization (Ismadinah dkk., 2020). Job analysis (task) is in every institution/organization; it is the central part of advancing the organization/institution, including Islamic education, because it contains information on human resources who do the work. Job analysis provides information related to job descriptions, job specifications, and job evaluations even though job analysis provides an overview in terms of enrichment, expansion and simplification of future work (Budiarto & Salsabila, 2022).

In another sense, analysis is an activity carried out by a person originating from his thoughts which he realizes into several components, elements or parts, all of which influence and function on each other. At the same time, work is a series of activities that will be/are being given to human resources to be completed with full responsibility by having a certain period of duty (Araujo dkk., 2020). Another view also provides an understanding of job analysis with exciting tips carried out by institutions/organizations supported by data on human resources by setting selection standards, all of which will become important later in providing performance appraisals and evaluations based on detailed analysis. Has been made in a systematic manner (Anderson dkk., 2021).

Job analysis is an effort carried out by several people or elements of people involved in it in a systematic and directed manner according to a mechanism that has been agreed upon by a particular institution, whose function is to collect, provide an assessment and assign tasks and mandates to the work that will later become responsibilities. As a team, job analysis becomes a significant factor in achieving organizational or institutional goals (Daumiller dkk., 2022).

As the first step in human resource management, job analysis is closely related to procurement, training, and development activities for the safety and health of workers; job analysis is a process that must be followed so that the organization runs effectively and efficiently and has goals will be achieved. When faced with an institution/organization, whatever the institution's name, the most critical asset is the members/staff or human resources in supporting and actively advancing the organization. Job analysis conducted by managers/leaders relates to job analysis in institutions/organizations, including Islamic educational institutions, by looking at the organization's direction and environmental factors (demand analysis) (Amrina dkk., 2022).

Job analysis is an activity to create the basis or guidelines for the recruitment and placement of employees. Simply put, human resource planning is a natural part of job analysis. In other words, job analysis is an activity to analyze each position/job so that it occupies the correct position in advancing the organization (Sinambela, 2016).

Job analysis can be divided into four types, as described below:

a. Job analysis for personal specifications is an activity that has mental requirements for prospective workers (GTK candidates in educational institutions) to be successfully assigned to specific positions.

b. Job Analysis for training purposes, this analysis provides an overview to prospective workers (GTK candidates in educational institutions) of the ways or steps to provide training and education before occupying the mandated position.

c. Job Analysis for setting rates aims to determine the value for each assigned position in an institution so that they can provide services reasonably.

d. Job Analyses for method improvements are activities that can provide convenience in implementing tasks and authorities according to the assigned position (Barnwell & Lenihan, 2022).

To add to the treasures of understanding regarding job analysis (tasks) in institutions/organizations included in Islamic education (Herbert dkk., 2022), consider the following table:

No	Description	Job Analysis
1	Purpose	Giving an Overview of a Position
2	Scope	1. Overall 2. Covering the task 3. Responsibility
3	Organization	Performed by personnel
4	Technique	1. Observation 2. Interview 3. Questionnaire
5	Usage	1. Recruitment 2. Training 3. Remuneration

The essence of job analysis carried out by institutions/organizations is to be able to get a clear picture of the people who sit in certain positions. that job analysis is a systematic study related to the duties and responsibilities of a job by looking at the work, knowledge and expertise it has in occupying the position. Therefore, it is necessary to analyze achieving the goals of the organization/institution that will change in line with the needs of the times (McGovern dkk., 2022).

B. Steps of Job Analysis

The process of analyzing jobs according to (Cai & Hwang, 2020) is carried out through the steps below:

a. Determine the use of the results of job analysis information, meaning that the analyst interpreter clearly understands the results obtained so that the data can be collected and assigned relevant jobs to them.

b. They are collecting background information, meaning that the analyst ensures that the people targeted in helping the progress of the institution/organization need to be tracked, either through observation, interviews or questionnaires.

c. It is selecting the person entrusted with the position because it is done to save standard costs that will be issued from the institution/organization.

d. Compile a position if it has received the selection results by taking into account the job description, job specifications and job evaluations. Because, in principle, job analysis is only aimed at advancing the organization/institution.

According to [17], the job analysis scheme can explain an administrative function and a development function, which can be seen in Figure 1.
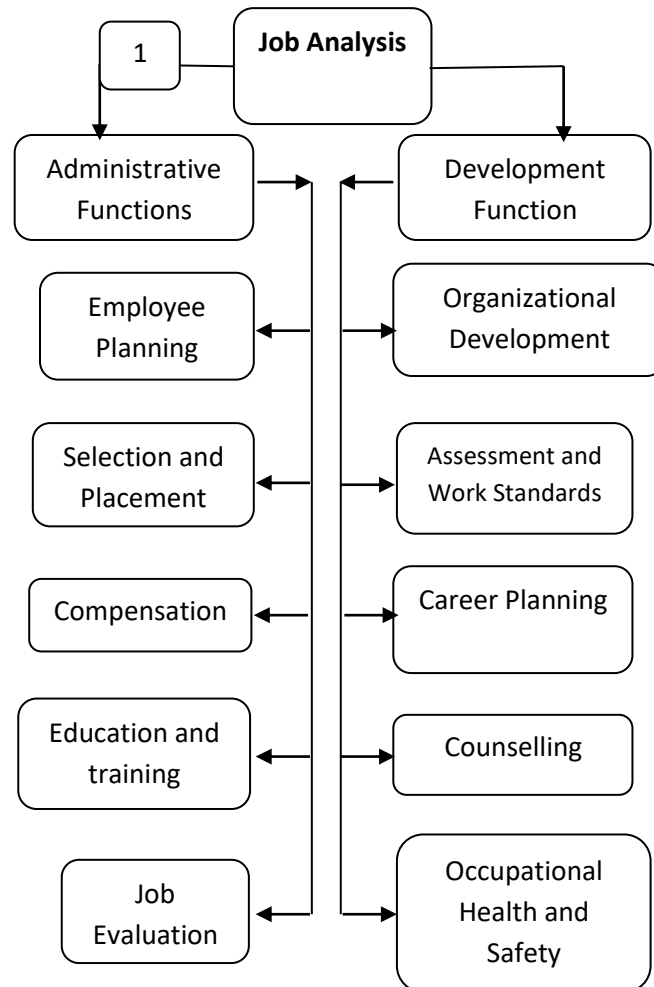
Fig. 1 The job analysis scheme according to Sinambela

The job analysis is seen based on Figure 1; the administrative functions can be described as follows:

a. Employee Planning

Employee planning is an essential part of job analysis in the organization of the availability and needs of human resources who will occupy vacant positions. This planning pays attention to vacant positions, but a manager pays attention to positions filled by incompetent subjects so that there are mutations and rotations of employees within the organization to achieve organizational goals (Ekasari dkk., 2021).

b. Selection and Placement

The need for a position in the organization and the proper placement and decision on a mandated place is based on the job analysis taken to get quality human resources. The steps that need to be considered start from receiving the application letter to the decision to accept it or not, including the test material and the validity of the test equipment to facilitate the selection and placement process according to competence (Shao dkk., 2021).

c. Compensation

In this analysis, it is seen from the position's risk that is mandated to those who occupy it, so experience and expertise are needed here to achieve the goal. The higher the job, the higher the risk and responsibility it carries, all of which are seen from its competencies. If the work he does is by his competence, he gets 100%; otherwise, or more than his competence, it will be adjusted to the agreement that has become the provisions of the institution/organization (CHERALLAH, t.t.).

d. Education and Training

Education and training are an essential part of human resource development efforts; the most critical of which is the development of intellectual abilities and personality, with these two things will be able to increase the capacity of each human resource in achieving organizational goals (Anwar & Abdullah, 2021).

e. Job Evaluation

Evaluation is closely related to performance, namely the ability of employees or human resources to carry out their duties; it needs to be evaluated systematically with measurable and transparent provisions (Yom dkk., 2021).
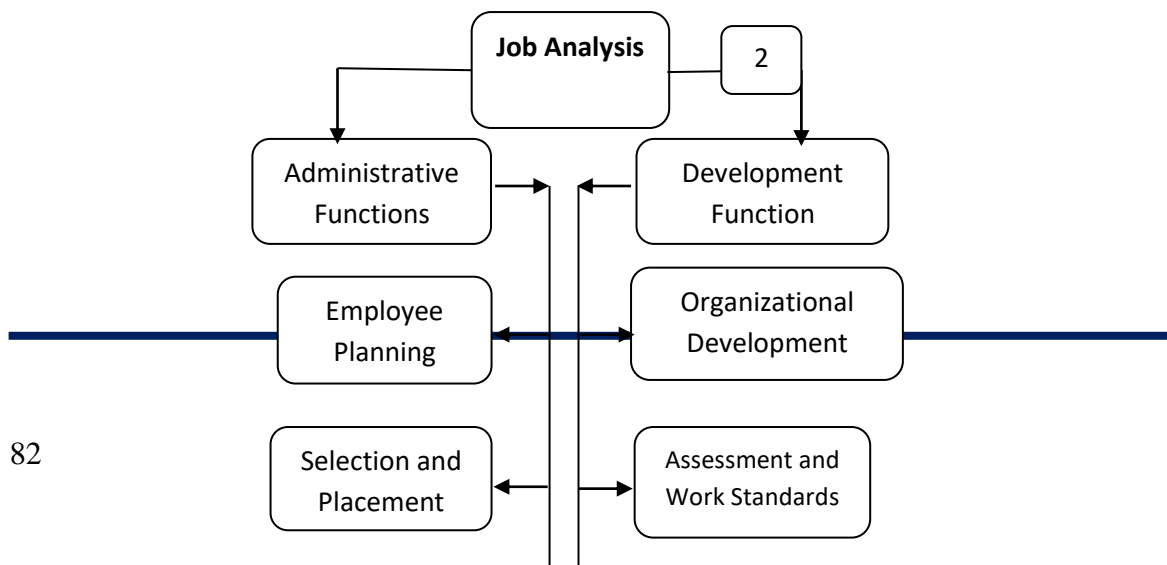
Fig. 2 The job analysis scheme according to Sinambela

Meanwhile, job analysis from the point of view of the development function can be seen from the following aspects:

a. Organizational Development

Organizations cannot be separated from human life because there is a group of people who collaborate to achieve goals (Widdowson & Barbour, 2021). Then job analysis plays a vital role in achieving these goals.

b. Assessment and Work Standards

The institution/organization cannot be separated from performance appraisal because it can optimize the work in question through the instruments that the institution/organization itself has prepared. Because the human resources involved in the organization will join and play a role in improving and developing it (Ahmad dkk., 2021).

c. Career Planning

Human Resources involved in the organization and existing personnel management have certain positions for people/employees who already have specific competencies to occupy certain places in achieving and accelerating organizational progress. With career planning through development and training tailored to the times, it is essential to improve employee performance (Niati dkk., 2021).

d. Counselling

Employees in the organization cannot be separated from problems; counselling is needed to facilitate the running of the organization/institution. Job analysis through counselling is required; it is helpful to ensure people are seated in the right place. This is by the regulation of the minister of education number 22 of 2006, which states that an organization needs to pay attention to individuals and the work assigned to them.

e. Occupational health and safety

Job analysis related to health and health is essential to do so that work safety for human resources becomes a determining factor for the organization's realization according to its goals. So knowing human resources from the health aspect is essential for the organization's progress (Oliveira dkk., 2021). Occupational health and safety are the most critical factors that need to be considered by the institution/organization to protect human resources. This makes the work climate better and avoids various work accidents that have been calculated by the institution/organization (Attfield, 2020).

C. *Data and Job Analysis Information*

Institutions or organizations need data and information carried out by personnel about job analysis. So several needs need to be seriously considered by institutions/organizations, as described below:

a. Type of Job Analysis Information
   1) Relating to work activities, such as work activities and processes, activity records, procedures used, and personal responsibilities.
   2) Worker-oriented activities, such as behaviour, physical action and communication.
   3) The facilities used, such as machines, tools and other equipment utilized.
   4) The expertise of the workers, such as products or materials, is the expertise of the workers.
   5) Job performance includes error analysis, work standards, and work measurement. This can also be seen from behaviour (behaviour), which is the key that the institution knows to give birth to good work according to the organization's goals (Jamilah, 2021).
   6) Work content includes work schedule, physical working conditions, and organizational and social context.
   7) Personal requirements at work include personality, interests, education, and training (Sinambela, 2016).

b. Job Analysis Method
   1) Observation
      With this method, observations made by the team on the subject, so that it is possible to get initial information regarding the work that has been done previously or the skills it has, the validity of information through this method is still possible to be less accurate; it is necessary to need another way to complete further details (Collie & Mansfield, 2022).
   2) Interview
      This method is carried out to collect data directly, both through individual and group interviews; although it takes time, it can see human resources precisely and accurately (Cheng & Xie, 2021).
   3) Employee Records (Diary)
      This method analyzes the results of the descriptions carried out by other employees on daily activities in a book or other record; it can provide information about these workers.
   4) Questionnaire Method
      The team will create an instrument to obtain data from workers so that the activation process can run well.
   5) Combination Method
      This method is also very influential in getting clear and accurate information because it combines various elements to speed up obtaining information from existing or needed employees or human resources (Rieu dkk., 2022).

D. Challenges in Job Analysis

a. Internal Challenge

1) Organizational Character

Job Analysis (tasks) in knowing the character of each individual in the institution/organization is an essential thing to be done by the personnel of educational institutions in achieving the expected goals together. Nature is usually translated by behavioural experts, which is shown by each human resource whose goal is the vision and mission of the organization/institution. When associated with this study, Islamic education is the goal.

2) Employee Union

Not only limited to each individual being analyzed, a collection of human resources as a team with their respective competencies also needs to be considered in the analysis, between one human resource and other human resources being a unit to achieve the organization's goals, including Islamic education.

3) Information System

Therefore, an organization must be able to place people who have the competence to carry out job analysis tasks for human resources who will join educational institutions that require other human resources to occupy positions. And the correct position.

4) Employee Individual Differences

Managers at educational institutions must understand the differences between their subordinates. These differences do not lead to division and the slow pace of the organization. So job analysis and placing them in the correct position can mitigate the differences that occur or will potentially not achieve organizational goals. The comprehensive role of managers in each of their subordinates is significant in attaining corporate purposes, including Islamic education.

5) Manager and Employee Value System

Evaluation by a team of managers is the most crucial part of the organization's goals because the assessment of all employees or employees is a program carried out by the institution to achieve organizational goals.

b. External Challenge

1) Technology Challenge

The development of science and technology today is a challenge for a job or task analysis for each human resource, the ability of each human resource to operate technology is an essential factor in a study conducted by educational institutions.

2) Economic Challenge

Economic factors affect job analysis because of the weak financial income of job seekers. They flocked to submit applications, even though they did not meet the requirements in terms of competence. Then they are accepted

because of their emotional closeness to the educational institution. This will be a challenge for educational institutions because organizations or educational institutions should not carry out these actions. Thus, the main factor in accepting workers is not only because they need jobs, but they need to have competencies that will advance the institution/organization.

3) Political and Government Challenges

In job analysis in educational institutions, politics and government are the essential parts that influence the job analysis of human resources in educational institutions. If the person being analyzed is the right person, that's okay. However, if the public does not comply with the provisions made by the personnel team of educational institutions, this will become a new source of controversy. So the group of managers should have firmness towards all parties who will influence the course of job analysis (tasks) for the benefit of the institution/organization.

4) Demographic Challenges (population dynamics)

Factors that can be a challenge are human resources close to educational institutions; this is also loaded with political interests. With proper job analysis, it continues to be conveyed to residents around the institution so that residents can receive the accuracy of the information. The intensity of communication with residents is still well established.

5) Geographical conditions

Geographical challenges are essential to be considered by educational institutions, by paying attention to the natural surroundings properly will make educational institutions in carrying out Islamic education will be conditioning for the community and nature in which this institution stands.

6) Socio-Cultural Conditions

Paying attention to the muamalah relationship between the institution and the community and the customs that grow and develop where the institution resides are essential to note. Because of that, all to maintain its existence, the goal of Islamic education was achieved.

7) Labor Market

Educational institutions, in particular, provide special requirements in involving other people to be a part of them. One way that academic institutions carry out is the analysis of the work (tasks) placed by each individual because all are related to the goals to be achieved by the institution. Clarity and openness in analyzing work (jobs) by personnel support professionalism and proportionality for each human resource.

8) Competitor's activities.

In job analysis (tasks) carried out by personnel at institutions/organizations, of course, there is competence between one person and another; it is a natural thing; what becomes unnatural is to involve other people, even though the results of the job analysis do not meet the

requirements, they insist on being a part of it. This is no longer a competitor but involves other powers; this is not justified. Competitors are reasonable, according to the provisions of the job analysis (tasks) that have been made by the institution/organization. Jaja Jahari, (2018)

CONCLUSION

Job Analysis plays a vital role in achieving the goals of the institution/organization. Islamic education in Islamic educational institutions should already have a wealth of experience in completing human resources that do not have competence. Human resources who do not have these competencies will hinder the organization's course of achieving its goals. The need for job analysis with various aspects that surround it is an absolute requirement starting from receiving application letters, applicant selection activities through stages (observation, interviews and tests), and placement and reinforcement, other guidance that will be given after it has been determined. They put the position according to their respective roles. The job analysis process (job analysis) is given to all human resources so that all problems that will are currently and are predicted to be likely to occur in the course of the institution/organization, in terms of strengths, weaknesses, opportunities and challenges they have to be implemented and faced in a measured way and directed.

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