

ABSTRAK

MASRUDIN, NPM. 2022476: Judul “IMPLEMENTASI SISTEM PENCATATAN PERSEDIAAN (SICAPER) DALAM MENGELOLA PERSEDIAAN BARANG DI DINAS KEPENDUDUKAN DAN PENCATATAN SIPIL KABUPATEN BALANGAN”. Dibimbing oleh Bapak Arif Budiman, S.Sos., M.AP sebagai Pembimbing I dan Ibu Anna Maryati, S.Sos., M.AP Sebagai Pembimbing II

Dinas Kependudukan dan Pencatatan Sipil Kabupaten Balangan mengembangkan dan mulai menerapkan Sistem Pencatatan Persediaan (SICAPER), permasalahannya adalah Pengelolaan persediaan masih kurang efisien, Kurangnya sumber daya manusia untuk pengelola SICAPER dan Minimnya monitoring dan evaluasi sistem. Tujuan penelitian ini untuk mengetahui Implementasi Sistem Pencatatan Persediaan (SICAPER) Dalam Mengelola Persediaan Barang di Dinas Kependudukan dan Pencatatan Sipil Kabupaten Balangan serta faktor-faktor yang mempengaruhinya.

Metode penelitian menggunakan metode deskriptif kualitatif dengan teknik pengumpulan data yang digunakan adalah observasi, wawancara dan dokumentasi. Sumber data diambil melalui penarikan secara *Snowball sampling* berjumlah 13 orang. Setelah data terkumpul kemudian dianalisis dengan teknik meliputi reduksi data, penyajian data, dan verifikasi data atau penarikan kesimpulan. Uji kredibilitas data antara lain perpanjangan pengamatan, meningkatkan ketekunan, triangulasi, analisis kasus negatif, dan mengadakan *membercheck*.

Hasil dari penelitian Implementasi Sistem Pencatatan Persediaan (SICAPER) Dalam Mengelola Persediaan Barang di Dinas Kependudukan dan Pencatatan Sipil Kabupaten Balangan kurang baik, hal ini dapat dilihat dari indikator: *Pertama*, Sub variabel komunikasi indikator kejelasan sudah baik prosedur pencatatan barang dilakukan secara terstruktur. Indikator konsisten kurang baik terdapat perbedaan antara data yang tercatat. Indikator target kurang baik target belum sepenuhnya tercapai. *Kedua*, sub variabel sumberdaya indikator kompetensi implementor kurang baik kurangnya sumber daya manusia. Indikator sumberdaya finansial kurang baik anggaran belum mencakup kebutuhan. Indikator sarana dan prasarana kurang baik jaringan internet belum mendukung. Indikator sumber daya manusia kurang baik sebagian pegawai belum memahami. *Ketiga*, sub variabel disposisi indikator komitmen cukup baik pegawai menunjukkan keseriusan. Indikator sikap sudah baik pegawai bekerjasama. Indikator proses sudah baik tahapan sesuai prosedur. Indikator efesien sudah cukup baik pegawai tidak lagi melakukan secara manual. *Keempat*, sub variabel struktur birokrasi indikator SOP kurang baik masih terdapat tidak sesuai prosedur. Indikator koordinasi belum baik komunikasi kurang lancar. Indikator pengawasan belum baik proses pengawasan belum tidak berkelanjutan. Faktor penghambat adanya perbedaan antara data yang tercatat, kurangnya capaian target, keahlian teknis pegawai kurang memadai, kurangnya anggaran yang tersedia, pelatihan pegawai terbatas, keterlambatan dalam pembaruan data, kurangnya koordinasi yang dilakukan dan pengawasan yang tidak dilakukan berkelanjutan. Sedangkan faktor pendukung adalah keseriusan pegawai dalam menjalankan sistem sicaper, adanya kerjasama antar pegawai dan pekerjaan yang lebih mudah.

Disarankan Kepada Kepala Dinas Kependudukan dan Pencatatan Sipil Kabupaten Balangan perlu melakukan pengecekan secara berkala antara data yang tercatat dalam sistem dengan kondisi fisik di lapangan dan Pegawai agar Pegawai yang terlibat dalam pengelolaan SICAPER disarankan untuk terus meningkatkan kemampuan teknis dalam menggunakan sistem.

ABSTRACT

MASRUDIN, NPM. 2022476: Title: **"IMPLEMENTATION OF THE INVENTORY RECORDING SYSTEM (SICAPER) IN MANAGING INVENTORY AT THE POPULATION AND CIVIL REGISTRATION OFFICE OF BALANGAN REGENCY."**
Supervised by Mr. **Arif Budiman, S.Sos., M.AP** as Supervisor I and Ms. **Anna Maryati, S.Sos., M.AP** as Supervisor II.

The Population and Civil Registration Office of Balangan Regency developed and began implementing the Inventory Recording System (SICAPER). The problems faced were inefficient inventory management, a lack of human resources for SICAPER management, and minimal system monitoring and evaluation. The purpose of this study was to determine the implementation of the Inventory Recording System (SICAPER) in managing inventory at the Population and Civil Registration Office of Balangan Regency and the factors influencing it.

The research method employed qualitative descriptive methods, with data collection techniques including observation, interviews, and documentation. Data sources were collected through snowball sampling, involving 13 individuals. After data collection, it was analyzed using techniques including data reduction, data presentation, and data verification or drawing conclusions. Data credibility was tested through extended observation, increased diligence, triangulation, negative case analysis, and member checking.

The results of the study indicate that the Implementation of the Inventory Recording System (SICAPER) in Managing Inventory at the Population and Civil Registration Office of Balangan Regency is not satisfactory. This can be seen from the following indicators: First, the communication sub-variable (clarity indicator) indicates that the inventory recording procedure is structured. The consistency indicator indicates that there are discrepancies between recorded data. The target indicator indicates that the target has not been fully achieved. Second, the resource sub-variable (implementor competency indicator) indicates that there is a lack of human resources. The financial resource indicator indicates that the budget does not cover needs. The facilities and infrastructure indicator indicates that the internet network is not yet adequate. The human resource indicator indicates that some employees do not understand the system. Third, the disposition sub-variable (commitment indicator) indicates that employees are quite good and show seriousness. The attitude indicator indicates that employees cooperate well. The process indicator is good, with stages following procedures. The efficiency indicator is quite good, with employees no longer performing manual work. Fourth, the bureaucratic structure sub-variable, with the SOP indicator being poor, still does not follow procedures. The coordination indicator is not good, with communication being poor. The supervision indicator is not good, with the monitoring process not being sustainable. Inhibiting factors include discrepancies between recorded data, lack of target achievement, inadequate employee technical expertise, insufficient budget availability, limited employee training, delays in data updates, lack of coordination, and lack of continuous supervision. Supporting factors include employee commitment to implementing the SICAPER system, cooperation between employees, and streamlined work.

It is recommended that the Head of the Population and Civil Registration Office of Balangan Regency conduct regular checks between the data recorded in the system and the physical conditions in the field. Employees involved in SICAPER management are encouraged to continuously improve their technical skills in using the system.