



Analysis of Employee Performance In the Implementation of District and Sub-District Monograph Recording at the Medan Helvetia Sub-District Office

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ABSTRACT

This research aims to analyze the performance of employees in carrying out the recording of district and subdistrict monographs at the Medan Helvetia District Office. District and subdistrict monographs play a crucial role as fundamental data in regional planning and development. Employee performance in the implementation of monograph recording is a critical factor to ensure the integrity, accuracy, and availability of the required data. This research uses a descriptive-analytical approach by collecting data through observation, interviews, and analysis of related documents. The research respondents are employees directly involved in the implementation of monograph recording at the Medan Helvetia District Office. The results of the study indicate that the performance of employees in the implementation of monograph recording still faces several challenges. Factors such as a lack of training, excessive workload, and limited resources are major obstacles. In addition, the suboptimal reporting and monitoring system also has a negative impact on the quality of recording. The recommendations of this research include expanding training for employees, reviewing task allocation to reduce workload, improving information technology infrastructure, and optimizing the reporting system. With the implementation of these recommendations, it is expected that the performance of employees in the implementation of monograph recording can be improved, resulting in more reliable data to support decision-making at the district and subdistrict levels.

INTRODUCTION

Describe Performance appraisal is a process of evaluating how well employees perform their jobs compared to a standard and then communicating that information. The assessments made will serve as meaningful input for the performance evaluations conducted, and improvements can be implemented afterward. In Government Regulation Number 30 of 2019 concerning Civil Servant Performance Appraisal, the assessment is conducted based on the principles of objectivity, measurability, accountability, participation, and transparency (Mulyaningsih, 2018).

Performance management is a system for managing human resources in accordance with employee performance results to achieve goals at both individual and organizational levels. It ensures clarity about what needs to be done, what will be achieved, and how it will be measured. Every organization should have a clear and focused vision, mission, and organizational goals as they are integral to good governance (Sinambela, 2016).

An organization should also have a system capable of measuring the success of its strategic plans. Therefore, the performance management system begins with performance planning, which includes the establishment of performance indicators. Appropriate performance indicators in the performance management system cycle are necessary to drive performance improvement. According to the Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 8 of 2021 regarding the Civil Servant Performance Management System, it is a systematic process consisting of performance planning, monitoring, and performance guidance, performance appraisal, follow-up, and performance information systems (Sarel & Atmojo, 2021).

Performance benefits the organization, team, and individual. Performance management supports the overall goals of the organization by connecting the work of each employee and manager to the overall performance of the work unit. Employees play a key role in the success of the organization. How well a leader manages the performance of subordinates will directly affect individual performance, work unit, and the entire organization. If workers clearly understand what is expected of them and receive the necessary support to contribute efficiently and productively, understanding the goals (Murdiyanto, 2012).

In efforts to improve the performance of Civil Servants, employees are needed who work effectively and efficiently in their tasks. This aims to save time in carrying out their duties and improve work performance for an employee, especially how an employee performs their work so that the results achieved will be in line with the work performed (Kadarisman, 2019). To achieve good performance, enthusiastic and responsible employees are needed, fully dedicated. Thus, it emphasizes the behavior of each implementing officer in supporting the success of the task implementation. To carry out good activities and performance, coaching is needed so that, in carrying out work, there are not many mistakes and can improve knowledge and skills (Farid et al., 2019)).

The analysis of employee performance in the implementation of district and sub-district monograph recording is an evaluation process aimed at measuring the effectiveness, efficiency, and productivity of employees involved in carrying out these tasks. District and sub-district monograph recording is an important part of the government's efforts to collect and maintain data related to the activities and characteristics of a region (Iskandar et al., 2018).

District and sub-district monograph is a report or written work that provides a comprehensive overview of a district or sub-district, including information about the population, economic activities, regional potential, facilities and infrastructure, and other relevant data. The recording of this monograph aims to provide comprehensive and up-to-date information about the district and sub-district, which can be used as a basis for decision-making in development and regional planning.

In the implementation of district and sub-district monograph recording tasks, employee performance becomes a critical factor that needs attention. Good employee performance will have a positive impact on the final results of the monograph produced. Conversely, suboptimal employee performance can result in inaccurate data, lack of information, or even delays in the preparation of the monograph (Al-Hafiz & Haswan, 2018).

To measure employee performance in the implementation of district and sub-district monograph recording, comprehensive analysis is needed. This analysis includes an evaluation of aspects such as speed and accuracy in collecting data, proficiency in using the software and hardware used, the ability to analyze and interpret data, and the ability to compile clear and.

Furthermore, the analysis of employee performance also involves supporting factors such as the availability of resources, a conducive work environment, and support from superiors in the form of training, supervision, and motivation. All of these factors will contribute to the quality of employee performance in carrying out district and sub-district monograph recording tasks.

By conducting an analysis of employee performance, the government can identify the strengths and weaknesses of employees and take appropriate actions to improve overall performance. In a broader context, the analysis of employee performance in the implementation of district and sub-district monograph recording will help the government provide accurate and relevant information to support better regional development and planning. The implementation of district and sub-district monograph recording at the Medan Helvetia Sub-District Office plays a crucial role in collecting and maintaining data related to the activities and characteristics of the region. Monograph recording aims to provide a comprehensive and up-to-date overview of the sub-district, serving as a vital basis for decision-making in development and regional planning (Asrori & Supratiawan, 2014).

The Medan Helvetia Sub-District Office is committed to carrying out monograph recording tasks with a high level of accuracy and quality. This process involves collaboration between skilled and qualified employees, as well as the use of advanced software and hardware for data processing. In its implementation, this sub-district office also adheres to guidelines and standards

set by the government regarding the collection, processing, and presentation of sub-district and district data.

Through the effective implementation of district and sub-district monograph recording, the Medan Helvetia Sub-District Office aims to provide accurate, complete, and reliable information to the government, relevant agencies, and the general public. This information will serve as a crucial foundation for decision-making related to regional development, resource allocation, and the improvement of the quality of life for residents in the sub-district and district. However, to achieve these goals, challenges may arise in the implementation of district and sub-district monograph recording. These challenges may include limited resources, difficulties in collecting accurate data, complex coordination among various stakeholders, and changes in policies and regulations affecting the recording process.

THEORETICAL FRAMEWORK

Employee Performance

Every employee in an organization is expected to contribute positively through good performance, considering that organizational performance depends on the performance of its employees. Performance is the level at which employees meet job requirements efficiently and effectively. Employee performance is work achievement, which is the comparison between tangible work results and the established work standards of the organization. Robbins then defines performance as the results achieved by employees in their work according to specific criteria applicable to a job.

Performance is defined as what employees do or do not do. Employee performance is what influences how much they contribute to the organization. According to Sujardi, performance is the work results that can be achieved by an individual or a group of people in a company in accordance with their authority and responsibilities in the effort to achieve the organization's goals legally, without violating the law, and not conflicting with morals and ethics (Potlak, 2012).

Mangkunegara argues that performance is the quality and quantity of work results achieved by an employee in performing tasks according to the responsibilities assigned to them. Meanwhile, Rivai interprets performance as the willingness of an individual or group of people to carry out an activity and complete it according to their responsibilities with results as expected.

According to Wibowo, performance is the implementation of the planned activities. Performance implementation is carried out by human resources with capabilities, competencies, motivation, and interests. How the organization values and treats its human resources will affect their attitudes and behaviors in carrying out their performance (Simanungkalit, 2021).

Meanwhile, according to Simanjuntak, performance is the level of achievement of results in carrying out required tasks. Company performance is the level of achievement of results in achieving the company's goals. Performance management is all activities carried out to improve the performance of a company or organization, including the performance of each individual and work group in the company. The concept of performance is an abbreviation of

the kinetics of work energy, which is equivalent to the English term "performance." The term "performance" is often used in Indonesian as "performa." Performance is the output produced by the functions or indicators of a profession within a certain period (Pratama et al., 2019).

District and Subdistrict Government Administration

Regional government, according to Law No. 23 of 2004 concerning regional government, is the organizer of government affairs by regional governments and regional representative councils based on the broadest possible autonomy within the system and principles of the Unitary State of the Republic of Indonesia as stipulated in the 1945 Constitution of the Republic of Indonesia.

Local government administration consists of three words: administration, government, and region. Administration refers to administrative or written activities to achieve a goal. Meanwhile, the government is a form of system that regulates society in a country. Then, the region is a small part of a larger area. So, it can be concluded that local government administration is an administrative activity in implementing a system to regulate society in a specific region. Another definition of local government administration is the implementation of government in a region based on the principles of decentralization (Sandiasa & Agustana, 2018).

Essentially, government administration is state administration in the narrow sense. Meanwhile, state administration in the broader sense has the state as its object, complete with state bodies, both executive, legislative, and judicial. In the narrow sense, the object is the government (executive). Government administration is related to government activities that can be grouped into three basic functions:

Policy Formulation: The formulation of government policy in the governance system is based on higher political policies based on the 1945 Constitution, MPR resolutions, and various applicable laws. The steps in policy formulation are as follows: (a) a good analysis of the actual conditions; (b) making forecasts of future conditions and preparing alternative steps that must be taken; (c) developing strategies; (d) decision making.

Implementation of Administrative Tasks: The formulation of implementation policies from the government's political policies that have been previously established. Officials responsible for formulating implementation/operational policies are professional officials who generally work in the offices of state ministers/technical departments/government agencies that functionally have expertise in their respective fields. The implementation of administrative tasks includes activities of regulation/control in the fields of organizational structure, finance, personnel, and facilities/equipment (Kadarisman, 2019).

Dynamics of Administration: The use of administrative dynamics is essential for the operational implementation of all established policies to achieve the intended objectives. The elements of administrative dynamics include Leadership, Coordination, Supervision, and Communication.

Monograph Recording

Regulation of the Minister of Home Affairs Number 12 of 2013 on village and subdistrict monographs plays a crucial role in strengthening village and subdistrict governance in Indonesia. Through this regulation, local governments are provided with clear guidelines for preparing comprehensive and structured monographs about villages and subdistricts in their respective regions.

One expansion that can be made is to provide more detailed explanations about the content that should be included in village and subdistrict monographs. Regulation of the Minister of Home Affairs Number 12 of 2013 instructs that monographs should include demographic, social, economic, infrastructure, regional potential, and village or subdistrict institutional information. In demographic information, for example, it can include population size, population density, age composition, education, and public health levels. In the social aspect, information about social structure, customs, cultural life, and community organizations in the village or subdistrict can be included (Neovani & Sjaf, 2021).

To enhance the understanding and benefits of village and subdistrict monographs, local governments can conduct socialization to the community and relevant parties regarding the importance of monographs and how to use them in decision-making and development planning. Thus, village and subdistrict monographs not only become static documents but also serve as dynamic tools to encourage community participation and improve the quality of public services at the village and subdistrict levels.

In conclusion, Regulation of the Minister of Home Affairs Number 12 of 2013 on village and subdistrict monographs plays a strategic role in strengthening village and subdistrict governance in Indonesia. Through the preparation of complete and structured monographs, it is expected that local governments can have a better understanding of the conditions and potential of villages and subdistricts, and formulate policies and development programs oriented towards the needs of the local community (Megawati et al., 2022).

The recording of district and subdistrict monographs is an essential process for the collection, preservation, and documentation of data related to districts and subdistricts in a specific area. Through monograph recording, comprehensive information about the characteristics, conditions, and development of the region can be collected and archived effectively.

Recording district and subdistrict monographs encompass various crucial aspects in regional analysis. Firstly, demographic data is one of the main elements in monograph recording. Information about population size, age composition, education, and social structure in districts and subdistricts provides an overview of the characteristics of the local community. This data can assist in planning public services, social policies, and the development of programs that align with the needs and demographic profile of the local population.

Furthermore, monograph recording also includes relevant social data. This encompasses information about public health, housing conditions, security, and environmental cleanliness. Social data can be used to map the welfare level and quality of life in districts and subdistricts. With a better understanding of

social conditions, relevant authorities can design programs and policies aimed at improving the welfare and quality of life of the local community.

Additionally, recording district and subdistrict monographs involves economic data. Information about dominant economic sectors, employment opportunities, economic potential, and business activities in the region is crucial for planning sustainable economic development. Economic data also aids in identifying investment opportunities, developing industrial sectors, and empowering the local economy (Alameka, 2016).

Monograph recording also involves documenting infrastructure data in districts and subdistricts. This includes information about transportation networks, the availability of educational facilities, healthcare facilities, and other public amenities. Infrastructure data plays a vital role in planning the physical development of the region and meeting the basic needs of the community.

By collecting, preserving, and documenting relevant data, the recording of district and subdistrict monographs provides a strong foundation for performance analysis and monitoring regional development. Well-documented data allows decision-makers to formulate evidence-based policies and promote sustainable development. Additionally, monograph recording enables comparisons and benchmarking between different districts and subdistricts, facilitating the identification of best practices for implementation in other areas (Dominggus et al., 2022).

METHODS

This research adopts a qualitative research design. Qualitative research is descriptive research that focuses on exploring various data using qualitative techniques and subsequently providing interpretations of the obtained data (Moleong, 2018). The aim of this research is to analyze the performance of employees in the implementation of district and sub-district monograph recording at the Medan Helvetia Sub-District Office. The research is conducted at the Medan Helvetia Sub-District Office. The selection of informants in this study uses the Snowballing Technique, which helps researchers obtain relevant informants related to the research topic. This technique guides the researcher from one informant to another through the directions of key informants. Three types of informants can be identified in this study: main informants, key informants, and additional informants. Each type of informant plays a different role and contributes differently to this research (Abdussamad, 2021). In this research, the data analysis technique used is qualitative data analysis. The qualitative data analysis process begins with data collection involving field observations, interviews, and document reviews. In qualitative research, the validity of data is crucial. To ensure the integrity of the collected research data, the triangulation technique is used. In the context of this research, triangulation is used to combine multiple data collection techniques, such as field observations, interviews, and document reviews. By utilizing various different data sources, the researcher can gain a more comprehensive perspective and strengthen the validity of the collected data (Sugiyono, 2017).

RESULTS

Good performance is performance that follows procedures or procedures according to established standards. However, within that performance, there must be several criteria to improve productivity so that what is expected can proceed as desired. To improve good performance, self-reflection is necessary for better performance in the future, working according to positions, and respective roles.

However, this is not as easy as flipping the palm of the hand; there must be a direct role and participation of management to control and provide techniques on how to ensure quality so that employees can work easily without feeling burdened, and the relationship between management and subordinates becomes stronger. For a clearer understanding, explanations will be provided regarding several opinions about the definition of performance (Yason & Setyawan, 2017).

The results of interviews with several informants revealed that in achieving performance, employees must carry out their tasks according to their abilities. Leaders play a crucial role in coordinating subordinates and have the ability to influence and motivate their subordinates to work towards goals. In an organization, leadership plays a very important role; leaders must be able to influence and motivate subordinates to achieve organizational goals effectively and efficiently, i.e., maximum work spirit. To achieve organizational goals as expected, an appropriate leadership style is needed.

Setting performance goals is essential as a management process that ensures that each employee knows what role they need to play and what results they need to achieve to reach the target. Goals must be accompanied by motives because performance is determined by the goals to be achieved, and motives are necessary to achieve them. Without the motive to achieve the goal, performance will not proceed. Standards are significant because they indicate when a goal can be completed. Standards are a measure of whether the desired goal can be achieved. An individual's performance is considered successful if they can meet the established or mutually agreed-upon standards between superiors and subordinates.

Carrying out tasks based on established standards known by all employees working in their respective fields. Building and providing a basis for employee performance to be assessed effectively and honestly so that the target between goals and standards can be achieved. Both leaders and employees must agree that standards are determined honestly to motivate employees. High standards set by leaders but not agreed upon by employees will make employees feel not responsible for achieving those performance standards (Mulyaningsih, 2018).

Performance standards should be established for the job itself regardless of who occupies the position. Therefore, there should be one set of standards for a specific type of job, not one set for each individual performing that job. Feedback can be defined as information about past behavior, delivered now, which may affect future behavior. To obtain feedback on employee performance,

both superiors and subordinates should give feedback to assess the extent of their abilities in completing tasks.

Superiors and subordinates should provide feedback to each other to determine the extent of their abilities in completing their tasks. Feedback is motivational when used as a tool to provide rewards or promise rewards. If positive feedback is appreciated, it will increase employees' motivation to achieve more, conversely, if negative feedback is appreciated, employees tend to be indifferent to completing their tasks according to standards, resulting in a decline in the quality of their work and low job (Pratiwi & Seran, 2018).

DISCUSSION

Leaders also need to share information participatively by gathering subordinates' ideas, encouraging employee development, delegating important responsibilities, providing feedback, coaching, expressing positive expectations for subordinates, and appreciating performance improvements. This makes employees feel more capable and motivated to take on greater responsibilities. The desire for performance feedback involves self-confidence, self-measurement ability, and preferences for external combinations.

Competencies are very useful in helping organizations create a high-performance culture. Competencies also indicate the knowledge and skills possessed or needed by each employee, enabling them to perform their tasks and responsibilities effectively and enhance professional quality standards in their work. Competence in understanding the company's vision, mission, and values is an essential requirement for someone to excel in a job. Employees also need to have functional competence based on their profession in specific technical fields (Fahlefi, 2018).

To further improve the quality of an organization, seminars, workshops, or training should be conducted, attended by every employee in the organization, so that the competencies of the employees are enhanced, and their work quality is high. Motivation to seek information and continuous learning represents the enthusiasm of employees to explore opportunities for learning new technologies and interpersonal skills. Long-term learning about new knowledge and skills is necessary due to the changing requirements of future jobs. Employees who have qualities that support the achievement of organizational goals will automatically carry out all tasks assigned to them to the best of their ability. Employees need opportunities to showcase their work achievements through the opportunities provided to them and make the most of them (Simanungkalit, 2021).

Based on the results of interviews with several informants, it can be seen that employees need the opportunity to showcase their work achievements. The willingness of leaders to develop employees is very high by regularly sending employees to training and seminars to meet work and office needs. Empowering employees can be done by delegating job responsibilities and supervising the achievement of performance targets. By giving delegation to employees, leaders will gain their commitment to act and encourage them to use their initiatives. This makes an organization develop dynamically.

One of the main challenges faced by employees in implementing monograph recording is technological barriers. In many cases, organizations may lack the necessary software or digital tools to simplify the recording process. Outdated systems or inadequate training in using advanced recording technology can hinder employees' ability to capture and organize monograph data efficiently.

In the modern era, technological advances have significantly changed the way various tasks are performed in various workplaces. However, when we talk about district offices and monograph recording tasks, there are some technological challenges that employees may face. These challenges can impede the efficiency and accuracy of the monograph recording process, thus affecting the overall productivity of the office.

Employees often face time constraints when assigned to monograph recording. The process of documenting detailed information comprehensively requires a significant investment of time and attention to ensure accuracy and completeness. However, employees may already have many competing responsibilities, making it difficult to allocate sufficient time for comprehensive monograph recording without sacrificing other important tasks.

Efficient and accurate monograph recording is a crucial task for government employees working in district offices. However, they often face significant time constraints that hinder their ability to perform this task effectively. In this article, we will explore various factors that contribute to these time constraints, their impacts, and potential solutions to address these issues.

Government employees often have a heavy workload, with many responsibilities and tasks to be completed within limited time frames. The large volume of work can make it difficult for them to allocate enough time for detailed and accurate monograph recording. The bureaucratic nature of the administrative process can also consume a lot of time. Employees may need to navigate complex protocols and procedures, leaving them with less time to devote to monograph recording.

CONCLUSIONS AND RECOMMENDATIONS

Employee performance at the Medan Helvetia Sub-District Office is measured based on the execution of tasks according to their respective fields and expertise. Clear goals and motivating motives are essential in carrying out tasks, and leadership plays a key role in coordinating subordinates to achieve organizational goals. Performance standards are agreed upon between superiors and subordinates. Feedback plays a crucial role in motivating employees, whether it is criticism or praise, and leaders are seen as guides providing guidance for performance improvement. Employee competence and motivation to continuously learn remain crucial factors in creating a high-performance culture. Training, seminars, and competence improvement need to be held regularly to enhance the quality of employee performance. Assigning responsibilities and task delegation can improve employee performance and commitment to organizational goals. Opportunities to showcase work achievements are also important in providing motivation to employees.

Factors influencing employee performance at the Medan Helvetia Sub-District Office can be divided into two categories: ability and motivation. Individual abilities, such as intelligence and skills, greatly influence employee performance. Constraints such as equipment damage can hinder performance. Internal motivation, such as a desire to achieve high-quality work, plays a crucial role in motivating employees. Promotions, rank increases, and rewards are considered effective in enhancing motivation. Constraints such as the cost and time of training can be obstacles, but high motivation can help overcome barriers. Rewards, such as educational opportunities, are considered a way to boost employee motivation.

The implementation of monograph recording at the Medan Helvetia Sub-District Office is faced with various challenges that affect efficiency and productivity. One major issue is technological limitations, where the lack of suitable software and digital tools limits employees' ability to simplify the recording process. High-ranking officials, such as the Sub-District Head and Sub-District Secretary, acknowledge this issue and highlight the lack of technology infrastructure support.

Furthermore, the absence of adequate hardware and infrastructure is another significant challenge. Outdated computer systems, limited internet connectivity, and inadequate storage facilities can hinder the smooth implementation of monograph recording. For example, slow internet speed can cause delays in accessing essential data or sending recorded information to relevant authorities.

Additionally, data security and privacy issues cannot be ignored. Without robust cybersecurity measures and data protection protocols, employees may be reluctant to store sensitive monograph data digitally, fearing breaches or unauthorized access. This can lead to a continued reliance on paper-based recording methods, which not only consume time but are also less environmentally friendly.

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