

REGENT OF GRESIK  
EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK  
NUMBER 37 OF 2021

ON

THE STATUS, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS,  
AND WORK PROCEDURES OF THE REGIONAL HUMAN RESOURCES  
AGENCY AND DEVELOPMENT OF REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

The Regent of Gresik,

Considering: a. that based on the provisions in Article 7 letter d  
of the Regional Regulation of Gresik Regency Number 15  
of 2020 concerning Amendments to Regional Regulation  
of Gresik Regency Number 12 of 2016 concerning the  
Formation of Regional Apparatus of Gresik Regency,  
it is necessary to make adjustments to the Status,  
Organizational Structure, Duties, Functions, and Work  
Procedures of the Regional Personnel Agency to become  
the Regional Human Resources Agency and Development;

b. that based on the considerations as referred to in  
letter a, it is necessary to issue a Regent Regulation  
on the Status, Organizational Structure, Duties,  
Functions, and Work Procedures of the Regional Human

Resources Agency and Development of Gresik Regency;

Considering: 1. Law Number 12 of 1950 concerning the Government of Large Cities in the Province of East Java, Central Java, West Java and the Special Region of Yogyakarta (State Gazette of the Republic of Indonesia of 1950 Number 32) as amended by Law Number 2 of 1965 concerning the Change of the Boundary Area of Surabaya Municipality and the Type II Region of Surabaya by amending Law Number 12 of 1950 concerning the Establishment of Large Cities in the Province of East Java, Central Java, West Java and the Special Region of Yogyakarta (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2730);

2. Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended by Law Number 15 of 2019 concerning Amendments to Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2019 Number 183, Supplement to the State Gazette Number 6398);

3. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times lastly by Law Number 9 of 2015 concerning the Second Amendment to Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

5. Government Regulation Number 38 of 1974 concerning the Change of Name of Surabaya Regency (State Gazette of the Republic of Indonesia of 1974 Number 52, Supplement to the State Gazette of the Republic of Indonesia Number 3038);

6. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);

7. Government Regulation Number 12 of 2017 concerning

Guidance and Supervision of Regional Government  
Implementation (State Gazette of the Republic of  
Indonesia of 2017 Number 165, Supplement to the State  
Gazette of the Republic of Indonesia Number 6041);

8. Government Regulation Number 94 of 2021 concerning  
Discipline of State Civil Servants (State Gazette of the  
Republic of Indonesia of 2021 Number 202, Supplement  
to the State Gazette of the Republic of Indonesia  
Number 6718);

9. Presidential Regulation Number 87 of 2014 concerning  
the Implementation of Law Number 12 of 2011 concerning  
the Formation of Legislation (State Gazette of the  
Republic of Indonesia of 2014 Number 199) as amended  
by Presidential Regulation Number 76 of 2021 concerning  
Amendments to Presidential Regulation Number 87 of  
2014 concerning the Implementation of Law Number 12  
of 2011 concerning the Formation of Legislation  
(State Gazette of the Republic of Indonesia of 2021  
Number 186);

10. Regulation of the Minister of Home Affairs Number 80  
of 2015 concerning the Formation of Regional Legal  
Products (State Gazette of the Republic of Indonesia of  
2015 Number 2036) as amended by Regulation of the  
Minister of Home Affairs Number 120 of 2018 concerning  
Amendments to the Regulation of the Minister of Home  
Affairs Number 80 of 2015 concerning the Formation of  
Regional Legal Products (State Gazette of the Republic

of Indonesia of 2018 Number 157);

11. Regulation of the Minister of Home Affairs Number 5 of 2017 concerning Guidelines for Nomenclature of Regional Apparatus of Provinces and Regencies/Cities that Carry Out Supporting Functions for the Implementation of Government Affairs (State Gazette of the Republic of Indonesia of 2017 Number 197);

12. Regulation of the Minister of Home Affairs Number 99 of 2018 concerning Guidance and Control of the Arrangement of Regional Apparatus (State Gazette of the Republic of Indonesia of 2018 Number 1539);

13. Regional Regulation of Gresik Regency Number 12 of 2016 concerning the Formation of Regional Apparatus of Gresik Regency (Regional Gazette of Gresik Regency of 2016 Number 18) as amended by Regional Regulation of Gresik Regency Number 15 of 2020 concerning Amendments to Regional Regulation of Gresik Regency Number 12 of 2016 concerning the Formation of Regional Apparatus of Gresik Regency (Regional Gazette of Gresik Regency of 2021 Number 13);

DECIDES:

To Enact: A REGENT REGULATION ON THE STATUS, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS AND WORK PROCEDURES OF THE REGIONAL HUMAN RESOURCES AGENCY AND DEVELOPMENT OF GRESIK REGENCY.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Regent Regulation:

1. Region means the Regency of Gresik.
2. Regional Government means the Gresik Regency Government.
3. Regent means the Regent of Gresik.
4. The Human Resources Agency and Development, hereinafter referred to as the Gresik Regency Human Resources Agency and Development.
5. Head of Agency means the Head of the Gresik Regency Human Resources Agency and Development.
6. State Civil Apparatus hereinafter abbreviated as ASN means a profession for Civil Servants and Government Employees with Work Contracts working in government institutions.
7. ASN Employee means Civil Servants and Government Employees with Work Contracts.
8. Civil Servant hereinafter abbreviated as PNS means a Civil Servant of the Republic of Indonesia who serves in the Regency of Gresik.
9. Government Employee with a Work Contract, hereinafter abbreviated as PPPK, means an ASN employee appointed with a work contract by the Personnel Development Official in accordance with the needs of the Government Institution and the provisions of the

Law.

10. Technical Implementation Unit of the Agency,  
hereinafter referred to as UPTB, means UPTB at the  
Gresik Regency Human Resources Agency and Development.

## CHAPTER II

### STATUS

#### Article 2

(1) The Agency is an implementing element of  
Government Affairs in the field of personnel, education  
and training of ASN.

(2) The Agency is led by a Head of Agency who is  
under and responsible to the Regent through the  
Secretary of the Regency.

## CHAPTER III

### ORGANIZATIONAL STRUCTURE

#### Article 3

(1) The organizational structure of the Agency consists of:

1. Head of Agency;
2. Secretariat, consisting of:
  - a. Sub-Section of Planning;
  - b. Sub-Section of Finance; and
  - c. Sub-Section of General and Personnel.
3. Field of Procurement, Information and ASN Profession  
Facilitation:
  - a. Sub-Field of Procurement;

- b. Sub-Field of Data and Information; and
  - c. Sub-Field of ASN Profession Facilitation.
4. Field of Mutation and Rank, consisting of:
- a. Sub-Field of Mutation and Promotion; and
  - b. Sub-Field of Rank and Pension.
5. Field of Education, Training and Apparatus Competence Development, consisting of:
- a. Sub-Field of Education and Training of Career Advancement and Apparatus Competence Development; and
  - b. Sub-Field of Education and Training of Technical Functional and Certification.
6. Field of Discipline Guidance, Performance Appraisal and Welfare, consisting of:
- a. Sub-Field of Discipline Guidance;
  - b. Sub-Field of Performance Appraisal and Evaluation of Apparatus; and
  - c. Sub-Field of Welfare and Appreciation.
7. Group of Functional Positions.
8. Technical Implementation Unit of the Agency.
- (2) The Organizational Structure Chart of the Agency as stated in the Appendix which is an inseparable part of this Regent Regulation.

## CHAPTER IV

### DETAILS OF DUTIES AND FUNCTIONS

#### Part One

##### Head of Agency



#### Article 4

The Head of Agency has the task of leading, formulating, managing, guiding, controlling, coordinating and accountable for the technical policies of government affairs in the field of personnel, education and training of ASN.

#### Article 5

In carrying out the duties as referred to in Article 4, the Head of Agency performs the following functions:

- a. coordination of policy formulation and planning for the implementation of affairs in the field of Human Resources and development;
- b. coordination of policies and planning for the procurement, dismissal and personnel information;
- c. coordination of policies, planning and implementation of mutations and ranks;
- d. coordination of the implementation of education, training, career advancement and apparatus competence development;
- e. coordination of guidance, discipline appraisal and performance of apparatus and awards;
- f. coordination of the implementation of the guidance of the ASN profession organization and post-retirement ASN;
- g. coordination of the implementation of administrative services in the field of personnel affairs and human resource development;
- h. implementation of monitoring, evaluation, and reporting in the field of personnel affairs and human

resource development; and

i. implementation of other official duties given by the Regent in accordance with his/her field of duty.

## Part Two

### Secretariat

#### Article 6

(1) The Secretariat has the task of carrying out the management of correspondence, archiving, personnel administration, finance, equipment and office housekeeping, as well as coordinating the preparation of program plans, evaluation and reporting.

(2) The Secretariat is led by a Secretary who is under and responsible to the Head of Agency.

#### Article 7

In carrying out the duties as referred to in Article 6 section (1), the Secretariat performs the following functions:

- a. coordination of the preparation of program plans and activities within the Agency;
- b. general administrative services, administration, archiving and documentation in order to support the smooth implementation of tasks;
- c. management of financial administration and personnel affairs;
- d. management of household affairs, equipment and office inventory;
- e. administrative services for official travel;

- f. coordination within the Agency;
- g. coordination and preparation of reports on the implementation of programs and activities; and
- h. implementation of other official duties given by the Head of Agency in accordance with his/her field of duty.

## Article 8

(1) The Secretariat consists of:

- a. Sub-Section of Planning;
- b. Sub-Section of Finance; and
- c. Sub-Section of General and Personnel.

(2) The Sub-Sections as referred to in section (1), are led by a Head of Sub-Section who is under and responsible to the Secretary.

## Article 9

(1) The Head of the Planning Sub-Section as referred to in Article 8 section (1) letter a, has the following duties:

- a. carrying out the preparation of the Agency's strategic plan;
- b. carrying out the preparation of the Agency's annual activity plan;
- c. carrying out internal verification of proposed program and activity plans;
- d. carrying out supervision, monitoring and evaluation of the implementation of Agency activities;
- e. coordinating the preparation of reports on the implementation of programs and activities;
- f. collecting and analyzing the results of the

implementation of Agency activities; and

g. carrying out other official duties given by the Secretary in accordance with his/her field of duty.

(2) The Head of the Finance Sub-Section as referred to in

Article 8 section (1) letter b, has the following duties:

a. preparing a proposal for financial budget needs;

b. preparing and compiling complete financial administration;

c. managing bookkeeping and treasury;

d. carrying out verification of complete financial administrative evidence;

e. compiling a recapitulation of financial absorption as material for evaluating financial performance;

f. implementing the management of orderly financial administration within the agency;

g. implementing the settlement of official travel expenses and other entitlements; and

h. carrying out other official duties given by the Secretary in accordance with his/her field of duty.

(3) The Head of the General and Personnel Sub-Section as

referred to in Article 8 section (1) letter c, has the

following duties:

a. carrying out general administrative and clerical services;

b. managing orderly office administration and archiving;

c. preparing the agenda of the leadership activities and protocol;

d. carrying out household affairs, office security and preparing office facilities and infrastructure;

- e. carrying out the management of financial administration and official travel of the leadership;
- f. carrying out the procurement and maintenance of office inventory;
- g. carrying out personnel administration services, employee discipline and employee competence development; and
- h. carrying out other official duties given by the Secretary in accordance with his/her field of duty.

### Part Three

#### Field of Procurement, Information and ASN Profession Facilitation

##### Article 10

(1) The Field of Procurement, Information and ASN Profession Facilitation carries out some of the duties of the Head of Agency in the Field of Procurement, information and ASN profession facilitation.

(2) The Field of Procurement, Information and ASN Profession Facilitation is led by a Head of Field who is under and responsible to the Head of Agency.

##### Article 11

In carrying out the duties as referred to in Article 10 section (1), the Head of the Field of Procurement, Information and ASN Profession Facilitation performs the following functions:

- a. preparation of policy materials and program planning in the Field of Procurement, Information

- and ASN Profession Facilitation;
- b. formulation of policies for Procurement, Information and ASN Profession Facilitation;
  - c. preparation of the needs plan, type and number of positions for the implementation of personnel procurement;
  - d. organizing the procurement of ASN and other personnel;
  - e. coordination of the implementation of administration of Procurement, Information and ASN Profession Facilitation;
  - f. implementation of verification of administrative documents of Procurement, Information and ASN Profession Facilitation;
  - g. implementation of verification of the Procurement, Information and ASN Profession Facilitation information database;
  - h. coordination of the preparation of information on Procurement, Information and ASN Profession Facilitation;
  - i. evaluating and reporting on Procurement, Information and ASN Profession Facilitation activities; and
  - j. carrying out other official duties given by the Head of Agency in accordance with his/her field of duty.

## Article 12

(1) The Field of Procurement, Information and ASN Profession Facilitation consists of:

- a. Sub-Field of Procurement;
- b. Sub-Field of Data and Information; and

c. Sub-Field of ASN Profession Facilitation.

(2) The Sub-Fields as referred to in section (1), are led by a Head of Sub-Field who is under and responsible to the Head of the Field of Procurement, Information and ASN Profession Facilitation.

### Article 13

(1) The Head of the Procurement Sub-Field as referred to in Article 12 section (1) letter a, has the following duties:

- a. preparing a plan for the procurement of ASN;
- b. preparing the formulation of policy materials, technical instructions and implementation instructions for the procurement of ASN;
- c. planning and implementing the procurement of ASN;
- d. implementing the management of ASN procurement administration;
- e. carrying out the analysis of ASN employee needs;
- f. preparing a draft report on the implementation of ASN procurement;
- g. evaluating and reporting on ASN procurement; and
- h. carrying out other official duties given by the Head of the Field of Procurement, Information and ASN Profession Facilitation in accordance with his/her field of duty.

(2) The Head of the Data and Information Sub-Field as referred to in Article 12 section (1) letter b, has the following duties:

- a. preparing a plan for managing ASN data and information;
- b. preparing guidelines, technical instructions and

implementation instructions for processing ASN data and information;

c. designing and developing a personnel information system;

d. managing personnel information system applications;

e. compiling and presenting personnel data;

f. evaluating the personnel information system;

g. carrying out monitoring, evaluation and reporting on the management of the personnel information system; and

h. carrying out other official duties given by the Head of the Field of Procurement, Information and ASN Profession Facilitation in accordance with his/her field of duty.

(3) The Head of the ASN Profession Facilitation Sub-Field as referred to in Article 12 section (1) letter c, has the following duties:

a. preparing a plan for implementing the facilitation of ASN professional institutions;

b. preparing materials for guidance and facilitation of the ASN profession;

c. preparing guidelines, technical instructions and instructions for the development and empowerment of the ASN profession;

d. carrying out administrative services and facilitation of ASN professional organizations;

e. carrying out activities and technical policies for the facilitation of ASN professional organizations and post-retirement;

f. carrying out coordination, guidance and facilitation



of the ASN profession and post-retirement;

g. carrying out monitoring, evaluation and reporting on the facilitation of ASN professional organizations; and

h. carrying out other official duties given by the Head of the Field of Procurement, Information and ASN Profession Facilitation in accordance with his/her field of duty.

## Part Four

### Field of Mutation and Rank

#### Article 14

(1) The Field of Mutation and Rank has the task of leading, coordinating and controlling the implementation of programs and activities in the field of mutation, promotion, rank and pension of ASN;

(2) The Field of Mutation and Rank is led by a Head of Field who is under and responsible to the Head of Agency.

#### Article 15

In carrying out the duties as referred to in Article 14 section (1), the Field of Mutation and Rank performs the following functions:

- a. implementation of the preparation of program and activity planning in the field of mutation, promotion, rank and ASN Pension;
- b. implementation of coordination and synchronization

in order to formulate policies on mutation, promotion, rank and ASN Pension;

c. implementation of coordination in organizing the process of mutation, promotion, rank and ASN Pension;

d. coordination of complete administration and supporting documents for the implementation of mutation, promotion, rank and ASN Pension;

e. implementation of verification of mutation documents, promotion, rank and ASN Pension;

f. implementation of evaluation and reporting of the results of mutation, promotion, rank and ASN Pension;

g. implementation of coordination in the context of cooperation in job selection; and

h. carrying out other official duties given by the Head of Agency in accordance with his/her field of duty.

## Article 16

(1) The Field of Mutation and Rank consists of:

a. Sub-Field of Mutation and Promotion; and

b. Sub-Field of Rank and Pension.

(2) The Sub-Fields as referred to in section (1), are led by a Head of Sub-Field who is under and responsible to the Head of the Field of Mutation and Rank.

## Article 17

(1) The Sub-Field of Mutation and Promotion as referred to in Article 16 section (1) letter a, has the following duties:

- a. preparing a plan for ASN mutation and promotion activities;
- b. preparing the formulation of policy materials, ASN mutation and promotion;
- c. preparing a list of ASN rank order;
- d. analyzing and verifying mutation documents and ASN promotion proposals;
- e. implementing the administration of placement from and within the position of employees based on the classification of ASN positions;
- f. implementing facilitation and administrative services for ASN job selection;
- g. evaluating and reporting on ASN mutation and promotion activities; and
- h. carrying out other official duties given by the Head of the Field of Mutation and Rank in accordance with his/her field of duty.

(2) The Sub-Field of Rank and Pension as referred to in Article 16 section (1) letter b, has the following duties:

- a. preparing a plan for ASN rank and pension activities;
- b. preparing the formulation of policy materials on ASN rank and pension;
- c. making a list of rank increases and ASN pensions;
- d. verifying files for proposed rank increases and ASN pensions;
- e. proposing files for rank increases and ASN pensions;
- f. verifying the draft decision on rank increases and ASN pensions;
- g. processing periodic salary increases for ASN;

- h. evaluating and reporting on the results of rank and ASN pension activities; and
- i. carrying out other official duties given by the Head of the Field of Mutation and Rank in accordance with his/her field of duty.

## Part Five

### Field of Education, Training and Apparatus Competence Development

#### Article 18

(1) The Field of Education, Training and Apparatus Competence Development has the task of leading, coordinating and controlling the implementation of programs and activities in the Field of Education, Training, Career Advancement and Apparatus Competence Development.

(2) The Field of Education, Training and Apparatus Competence Development is led by a Head of Field who is under and responsible to the Head of Agency.

#### Article 19

In carrying out the duties as referred to in Article 18 section (1), the Head of Education, Training and Apparatus Competence Development performs the following functions:

- a. preparation of program and activity planning for education, training and apparatus competence development;
- b. implementation of coordination and synchronization of programs and activities for education, training and

apparatus competence development;

c. implementation of the formulation of policies, guidelines and technical instructions for education, training and apparatus competence development;

d. organizing the development of education, training and apparatus competence development;

e. implementation of coordination in preparing the planning of career advancement training needs and certification;

f. implementation of facilitation of the implementation of technical functional education and training;

g. coordination of the evaluation and reporting of education, training and competence development programs; and

h. implementation of other official duties given by the Head of Agency in accordance with his/her field of duty.

## Article 20

(1) The Field of Education, Training and Apparatus Competence Development consists of:

- a. Sub-Field of Education and Training of Career Advancement, and Apparatus Competence Development; and
- b. Sub-Field of Education and Training of Technical Functional and Certification.

(2) The Sub-Fields as referred to in section (1), are led by a Head of Sub-Field who is under and responsible to the Head of the Field of Education, Training and Apparatus Competence Development.

## Article 21

(1) The Head of the Sub-Field of Education and Training of Career Advancement, and Apparatus Competence Development as referred to in Article 20 section (1)

letter a, has the following duties:

- a. preparing a plan for education and training activities for career advancement and Apparatus Competence Development;
- b. preparing the formulation of policy materials and technical guidelines for Standard Operating Procedures for the implementation of Education and Training for career advancement and Apparatus Competence Development;
- c. preparing the formulation of analysis and lists of needs for education and training for career advancement and Apparatus Competence Development;
- d. preparing a plan and preparing the implementation of career advancement training;
- e. inventorying data on prospective participants in career advancement training;
- f. coordinating and cooperating in the implementation of career advancement education and training;
- g. processing proposals for improving the qualifications of career advancement education and training;
- h. facilitating the implementation and dispatch of ASN to follow Basic/Pre-employment training;
- i. implementing and facilitating the process of study leave, study assignments, civil service examinations and rank adjustment examinations;

j. evaluating and reporting on the results of career advancement education and training activities; and

k. carrying out other official duties given by the Head of the Field of Education, Training and Apparatus Competence Development in accordance with his/her field of duty.

(2) The Head of the Sub-Field of Technical Functional Education and Training and Certification as referred to in Article 20 section (1) letter b, has the following duties:

- a. preparing a plan for education and training activities for technical functional and certification;
- b. preparing the formulation of policy materials and technical guidelines for Standard Operating Procedures for education and training for technical functional and certification;
- c. preparing the formulation of analysis and lists of needs for education and training for technical functional and certification;
- d. preparing a plan and preparing the implementation of functional and certification training;
- e. inventorying data and proposing prospective participants in technical functional education and certification training;
- f. coordinating and cooperating in the implementation of technical functional education and certification training;
- g. processing proposals for improving the qualifications of technical functional education and certification training;
- h. evaluating and reporting on the results of technical

functional education and certification training

activities; and

i. carrying out other official duties given by the Head of the Field of Education, Training and Apparatus Competence Development in accordance with his/her field of duty.

## Part Six

Field of Discipline Guidance, Performance Appraisal and ASN Welfare

### Article 22

(1) The Field of Discipline Guidance, Performance Appraisal and ASN Welfare has the task of leading, coordinating and controlling the implementation of programs and activities in the field of guidance, appraisal of apparatus performance and ASN welfare.

(2) The Field of Discipline Guidance, Performance Appraisal and ASN Welfare is led by a Head of Field who is under and responsible to the Head of Agency.

### Article 23

In carrying out the duties as referred to in Article 22 section (1), the Head of the Field of Discipline Guidance, Performance Appraisal and ASN Welfare performs the following functions:

- a. Implementation of coordination in preparing the planning of discipline guidance, performance appraisal of apparatus and welfare;
- b. Implementation of the preparation of technical



guidelines for discipline guidance and performance

appraisal of apparatus and welfare;

c. Coordination of the implementation of discipline

guidance, performance appraisal of apparatus and

awards;

d. Evaluation of the results of discipline guidance and

performance appraisal of apparatus;

e. Implementation of analysis in the context of preparing

proposals for sanctions and/or awards for ASN;

f. coordinating proposals for awarding awards;

g. evaluating and reporting on performance appraisal

and welfare;

h. coordinating proposals for providing welfare for ASN;

and

i. Implementation of other official duties given by the

Head of Agency in accordance with his/her field of

duty.

## Article 24

(1) The Field of Discipline Guidance, Performance

Appraisal and ASN Welfare consists of:

a. Sub-Field of ASN Discipline Guidance;

b. Sub-Field of Performance Appraisal and Evaluation  
of Apparatus; and

c. Sub-Field of Welfare and Appreciation.

(2) The Sub-Fields as referred to in section (1), are led by a

Head of Sub-Field who is under and responsible to the

Head of the Field of Discipline Guidance, Performance

Appraisal and ASN Welfare.

## Article 25

(1) The Head of the Sub-Field of Performance Appraisal and Evaluation of Apparatus, as referred to in Article 24 section (1) letter a, has the following duties:

- a. preparing a plan for the appraisal and evaluation of apparatus performance;
- b. formulating policies and technical guidelines as well as standard operating procedures for the appraisal and evaluation of apparatus performance;
- c. carrying out the appraisal and evaluation of apparatus performance;
- d. preparing formulations of information related to indicators of apparatus performance appraisal;
- e. carrying out the administration of the appraisal and evaluation of ASN performance;
- f. analyzing the results of the appraisal and evaluation of ASN performance;
- g. carrying out the evaluation and preparation of reports on the results of ASN performance evaluation; and
- h. carrying out other official duties given by the Head of the Field of Guidance, Performance Appraisal and ASN Welfare.

(2) The Head of the Sub-Field of ASN Discipline Guidance as referred to in Article 24 section (1) letter b, has the following duties:

- a. preparing a plan for ASN discipline guidance and sanctions for the dismissal of ASN;
- b. formulating policies and technical guidelines for ASN discipline guidance and sanctions for the dismissal of

ASN;

- c. carrying out administrative services for discipline guidance and sanctions for the dismissal of ASN;
- d. carrying out ASN discipline guidance;
- e. analyzing the results of guidance and/or disciplinary sanctions for ASN;
- f. carrying out the administration of sanctions for disciplinary violations of ASN; and
- g. carrying out other official duties given by the Head of the Field of Guidance, Performance Appraisal and ASN Welfare.

(3) The Head of the Sub-Field of Welfare and Appreciation as referred to in Article 24 section (1) letter c, has the following duties:

- a. preparing a plan for awarding awards and ASN welfare;
- b. carrying out administrative services for awarding awards and ASN welfare;
- c. analyzing the results of awarding awards and/or ASN welfare;
- d. preparing guidelines and technical instructions for awarding awards and ASN welfare;
- e. monitoring and evaluating the provision of ASN welfare and awards; and
- f. carrying out other official duties given by the Head of the Field of Guidance, Performance Appraisal and ASN Welfare.

## Group of Functional Positions

### Article 26

The Group of Functional Positions has the task of carrying out some of the Agency's duties in accordance with certain expertise and/or skills and is independent in nature.

### Article 27

(1) The Group of Functional Positions as referred to in Article 26 consists of a number of functional personnel in the functional position hierarchy which can be divided into various groups according to their nature and expertise.

(2) Each group as referred to in section (1) is coordinated by a senior functional officer who is appointed and responsible to the Head of Agency.

(3) The number of Functional Positions as referred to in section (1) is determined based on needs and workload.

(4) Provisions on the Type and Hierarchy of Functional Positions and details of Functional Position Duties are regulated based on legislation.

## Part Eight

### Technical Implementation Unit of the Agency

### Article 28

(1) UPTB can be formed at the Agency to carry out some of the technical operational and/or supporting technical

activities.

(2) UPTB as referred to in section (1) is regulated by a separate Regent Regulation.

## CHAPTER V

### POSITIONS AT THE AGENCY

#### Article 29

(1) The Head of Agency is a high-ranking principal position or structural position of echelon II.b.

(2) The Secretary of the Agency is an administrator position or structural position of echelon III.a.

(3) The Head of Field is an administrator position or structural position of echelon III.b.

(4) The Head of Sub-Section and Head of Sub-Field are supervisor positions or structural positions of echelon IV.a.

#### Article 30

(1) The details of activities from each job description at each Structural Position as referred to in Article 29 are determined in the Regulation of the Head of Agency.

(2) The details of activities as referred to in section (1) are used as material in preparing Job Analysis, Workload Analysis, Job Evaluation and performance appraisal of Structural Officials and implementing officials and supporting functional officials.

#### Article 31

The appointment and dismissal of officials at the Agency are carried out in accordance with the provisions of

legislation.

## CHAPTER VI

### WORK PROCEDURES

#### Article 32

(1) Each Leader at the Agency, in carrying out their duties and functions, applies the principles of coordination, integration and synchronization.

(2) Each leader is obliged to implement an internal control system in their respective environments.

(3) Each leader is responsible for leading and coordinating their respective subordinates and providing guidance and instructions for the implementation of subordinate tasks.

(4) Each leader must follow and comply with instructions and is responsible to their respective superiors and submits regular reports.

## CHAPTER VII

### TRANSITIONAL PROVISIONS

#### Article 33

At the time this Regent Regulation comes into effect, the official who continues to hold his/her position or carries out his/her duties until the appointment of the official appointed based on this Regent Regulation is determined.

## CHAPTER VIII

### FINAL PROVISIONS

#### Article 34

Regent Regulation of Gresik Regency Number 69 of 2016 concerning the Status, Organizational Structure, Duties, Functions and Work Procedures of the Regional Personnel Agency of Gresik Regency (Gresik Regency Regional Gazette of 2016 Number 753) is revoked and declared null and void.

#### Article 35

This Regent Regulation comes into effect on the date of its promulgation.

In order for everyone to know, it is ordered that this Regent Regulation be promulgated by placing it in the Gresik Regency Regional Gazette.

Enacted in Gresik  
on November 12, 2021

REGENT OF GRESIK,

(signature)