

REGENT OF GRESIK

EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK

NUMBER 77 OF 2021

ON

THE POSITION, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS, AND WORK PROCEDURES OF THE LIBRARY AND ARCHIVES OFFICE OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

The Regent of Gresik,

Considering: a. that based on the evaluation of Regional Apparatus in accordance with the results of the identification of bureaucratic simplification based on the Regulation of the Minister of Empowerment and Bureaucratic Reform Number 25 of 2021 on the Simplification of Organizational Structure in Government Institutions for Bureaucratic Simplification, it is necessary to adjust the Regents Regulation Number 48 of 2019 on the Position, Organizational Structure, Duties, Functions, and Work Procedures of the Library and Archives Office of the Regency of Gresik;

b. that based on the considerations referred to in sub-point (a), it is necessary to issue a Regional Regulation on the Position, Organizational Structure, Duties, Functions, and Work Procedures of the Library and Archives Office of the Regency of Gresik;

Considering: 1. Law Number 12 of 1950 on the Government of Large City Regions within 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)-2- as amended by Law Number 2 of 1965 on the Amendment of the Boundary Area of Surabaya Municipality and Type II Region of Surabaya by amending Law Number 12 of 1950 on the Establishment of Large City Regions within 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 on 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 on the Amendment to Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2019 Number 183, Supplement to the State Gazette of the Republic of Indonesia Number 6398);
  3. Law Number 5 of 2014 on 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 on 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 on the Second Amendment to Law Number 23 of 2014 on 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 on 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 on 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 on the Amendment to Government Regulation Number 18 of 2016 on Regional Apparatus (State Gazette of the Republic of Indonesia of 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia of 2019 Number 6402);
  7. Government Regulation Number 12 of 2017 on Guidance and Supervision of Regional Government Administration (State Gazette of the Republic of Indonesia of 2017 Number 73, Supplement to the State Gazette of the Republic of Indonesia Number 6041);
  8. Presidential Regulation Number 87 of 2014 on the Implementation Regulations of Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2014 Number 199) as amended by Presidential Regulation Number 76 of 2021 on the Amendment to Presidential Regulation Number 87 of 2014 on the Implementation Regulations of Law Number 12

of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2021 Number 186);

9. Regulation of the Minister of Home Affairs Number 80 of 2015 on the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036) as amended by the Regulation of the Minister of Home Affairs Number 120 of 2018 on the Amendment to the Regulation of the Minister of Home Affairs Number 80 of 2015 on the Formation of Regional Legal Products (State News of the Republic of Indonesia of 2018 Number 157);

10. Regulation of the Minister of Home Affairs Number 99 of 2018 on Guidance and Control of the Arrangement of Regional Apparatus (State News of the Republic of Indonesia of 2018 Number 1539);

11. Regulation of the Minister of Empowerment and Bureaucratic Reform Number 25 of 2021 on the Simplification of Organizational Structure in Government Institutions for Bureaucratic Simplification (State News of the Republic of Indonesia of 2021 Number 546);

12. Regional Regulation of the Regency of Gresik Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 18) as amended several times, lastly by Regional Regulation Number 8 of 2021 on the Second Amendment to Regional Regulation Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2021 Number 24);

DECIDES:

To Enact: THE REGENTS REGULATION ON THE POSITION, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS, AND WORK PROCEDURES OF THE LIBRARY AND ARCHIVES OFFICE OF THE REGENCY OF GRESIK.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Regents Regulation:

1. Region means the Regency of Gresik.
2. Regional Government means the Regency Government of Gresik.
3. Regent means the Regent of Gresik.
4. The Library and Archives Office, hereinafter referred to as the Office, means the Library and Archives Office of the Regency of Gresik.
5. Head of Office means the Head of the Library and Archives Office of the Regency of Gresik.
6. Secretary means the Secretary of the Library and Archives Office of the Regency of Gresik.
7. Technical Implementation Unit, hereinafter abbreviated as TIU, means the TIU within the Office to carry out some technical operational and/or supporting technical activities that have a work area of one (1) or several Sub-districts.

## CHAPTER II

### POSITION

#### Article 2

- (1) The Office is headed by a Head of Office who is under and responsible to the Regent through the Regional Secretary.
- (2) The Office as referred to in section (1), in its position as a Regional Apparatus, is the implementing element of regional government affairs in the field of Library and Archives.

## CHAPTER III

### ORGANIZATIONAL STRUCTURE

#### Article 3

- (1) The Organizational Structure of the Office consists of:
  - a. Head of Office.
  - b. Secretariat, consisting of:
    1. General and Personnel Sub-section; and
    2. Group of Functional Positions.

- c. Division of Reading Interest Development, consisting of Group of Functional Positions.
- d. Division of Library Development and Guidance, consisting of Group of Functional Positions.
- e. Division of Archives, consisting of Group of Functional Positions.
- f. TIU.
- g. Group of Functional Positions.

(2) The Organizational Structure Chart of the Office as referred to in section (1) is included in the Appendix and is an inseparable part of this Regents Regulation.

## CHAPTER IV

### DETAILS OF DUTIES AND FUNCTIONS

#### Part One

#### Head of Office

##### Article 4

The Head of Office has the duty to assist the Regent in implementing government policies in the field of library affairs and archival affairs.

##### Article 5

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

- a. coordinating the preparation of policies and programs for library and archives affairs;
- b. coordinating the implementation of policies in the field of library and archives affairs;
- c. coordinating the implementation of administrative services of the Office in the field of library and archives affairs;
- d. coordinating the implementation of guidance and facilitation of affairs in the field of library and archives affairs;
- e. coordinating the implementation of monitoring, evaluation, follow-up, and reporting of the implementation of the Offices technical policies; and

f. carrying out other official duties assigned 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 as referred to in section (1) is headed by a Secretary who is under and responsible to the Head of Office.

#### Article 7

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

- a. coordinating the preparation of program plans and activities;
- b. providing general administrative, clerical, archiving, and documentation services in order to support the smooth implementation of tasks; and
- c. managing financial administration and personnel affairs.

## Part Three

### Division of Reading Interest Development

#### Article 8

(1) The Division of Reading Interest Development has the task of carrying out part of the Head of Offices duties in carrying out government affairs in the field of reading interest development.

(2) The Division of Reading Interest Development as referred to in section (1) is headed by a Head of Division who is under and responsible to the Head of Office.

## Article 9

The Head of the Division of Reading Interest Development, in carrying out the duties as referred to in Article 8, section (1), performs the following functions:

- a. coordinating the preparation of policy materials and program planning in the field of Reading Interest Development;
- b. coordinating and synchronizing programs and policies in the field of Reading Interest Development;
- c. coordinating the preparation of technical instructions and program implementation guidelines in the field of Reading Interest Development;
- d. coordinating administrative services for programs in the field of Reading Interest Development;
- e. implementing programs and controlling activities in the field of Reading Interest Development;
- f. coordinating, guiding, and facilitating programs in the field of Reading Interest Development;
- g. coordinating monitoring, evaluation, and reporting on program implementation in the field of Reading Interest Development; and
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

## Part Four

### Division of Library Development and Guidance

## Article 10

(1) The Division of Library Development and Guidance has the task of carrying out part of the Head of Offices duties in carrying out government affairs in the field of library development and guidance.

(2) The Division of Library Development and Guidance as referred to in section (1) is headed by a Head of Division who is under and responsible to the Head of Office.

## Article 11

The Head of the Division of Library Development and Guidance, in carrying out the duties as

referred to in Article 10, section (1), performs the following functions:

- a. coordinating the preparation of policy materials and program planning in the field of library development and guidance;
- b. coordinating and synchronizing programs and policies in the field of library development and guidance;
- c. coordinating the preparation of technical instructions and program implementation guidelines in the field of library development and guidance;
- d. coordinating administrative services for programs in the field of library development and guidance;
- e. implementing programs and controlling activities in the field of library development and guidance;
- f. coordinating, guiding, and facilitating programs in the field of library development and guidance;
- g. coordinating monitoring, evaluation, and reporting in the field of library development and guidance; and
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

## Part Six

### Division of Archives

#### Article 12

(1) The Division of Archives has the task of carrying out part of the Head of Offices duties in carrying out government affairs in the field of archives.

(2) The Division of Archives as referred to in section (1) is headed by a Head of Division who is under and responsible to the Head of Office.

#### Article 13

The Head of the Division of Archives, in carrying out the duties as referred to in Article 12, section (1), performs the following functions:

- a. coordinating the preparation of policy materials and program planning in the field of archives;
- b. coordinating and synchronizing programs and policies in the field of archives;

- c. coordinating the preparation of technical instructions and program implementation guidelines in the field of archives;
- d. coordinating administrative services for programs in the field of archives;
- e. implementing programs and controlling activities in the field of archives;
- f. coordinating, guiding, and facilitating programs in the field of archives;
- g. coordinating monitoring, evaluation, and reporting in the field of archives; and
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

## Part Five

### Group of Functional Positions

#### Article 14

The Group of Functional Positions as referred to in Article 3, section (1), sub-points b, point 2, c, d, e, and g has the task of carrying out activities in accordance with the field of expertise and/or skills that are determined and implemented based on the provisions of legislation.

#### Article 15

(1) The Group of Functional Positions as referred to in Article 3, section (1), sub-points b, point 2, c, d, and e consists of a number of functional personnel in the functional position hierarchy that can be divided into various groups according to their nature and expertise.

(2) The Group of Functional Positions as referred to in section (1) is headed by a Sub-coordinator who implements the functional service function in accordance with the scope of duties and functions of the administrator position in each field.

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

(4) The Sub-coordinator as referred to in section (2) carries out the task of assisting the administrator in the preparation, implementation and control, monitoring and evaluation, and reporting on one group of substances in each grouping of field function descriptions.

(5) The assignment of the Sub-coordinator as referred to in section (2) is determined by the Head of Office through a Letter of Assignment.

(6) Provisions regarding the division of duties of the Sub-coordinator as referred to in sections (4) and (5) are determined by the Regent.

## CHAPTER V

### POSITIONS IN THE OFFICE

#### Article 16

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

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

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

(4) The Head of Sub-section is a supervisory position or structural position of echelon IV.a.

#### Article 17

(1) The details of the activities of each job description in each Structural Position as referred to in Article 16 are determined by the Head of Office.

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

#### Article 18

(1) Functional officials as referred to in Article 14 begin to carry out their functions and duties from the time of their inauguration.

(2) The appointment and dismissal of officials in the Office are carried out in accordance with the provisions of legislation.

## CHAPTER VI

## TECHNICAL TEAM

### Article 19

(1) In the Group of Functional Positions that carries out the technical functions of government affairs in the field of Library and Archives, a Technical Team can be formed according to needs.

(2) The technical team as referred to in section (1) has the task of preparing the planning and implementation of activities in the Library and Archives.

(3) The technical team as referred to in section (1) consists of members of the relevant technical regional apparatus who have qualifications and competencies in accordance with their fields, as determined by the Regents Decision.

## CHAPTER VII

### TIU

### Article 20

(1) A TIU can be formed in the Office to carry out some technical operational and/or supporting technical activities.

(2) The TIU as referred to in section (1) is regulated by a separate Regents Regulation.

## CHAPTER VIII

### WORK PROCEDURES

### Article 21

(1) Each leader in the Office must apply the principles of coordination, integration, and synchronization, both within the respective work units and between work units within the Regional Government, as well as with vertical institutions in accordance with their respective fields of duty.

(2) Each leader as referred to in section (1) is responsible for leading and coordinating his/her respective subordinates and providing guidance and direction in the implementation of subordinate

tasks.

(3) Each leader as referred to in section (1) must supervise the implementation of the tasks of his/her respective subordinates and, if any deviations occur, take the necessary steps in accordance with the legislation.

## CHAPTER IX

### TRANSITIONAL PROVISIONS

#### Article 22

At the time this Regents Regulation comes into effect, the existing officials remain in their positions or carry out their duties until new officials are appointed based on this Regents Regulation.

## CHAPTER X

### FINAL PROVISIONS

#### Article 23

Upon the enactment of this Regents Regulation, Regent Regulation of Gresik Number 48 of 2019 on the Position, Organizational Structure, Duties, Functions, and Work Procedures of the Library and Archives Office of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2019 Number 48) is revoked and declared invalid.

#### Article 24

This Regents Regulation shall be implemented upon the inauguration of officials in accordance with this Regents Regulation.

#### Article 25

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

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

Enacted in Gresik

on December 31, 2021

REGENT OF GRESIK,

(signed)

FANDI AKHMAD YANI

Promulgated in Gresik

on December 31, 2021

SECRETARY OF REGENCY OF GRESIK,

(signed)

Ir. ACHMAD WASHIL M.R., M.T.

Junior Principal Administrator

NIP. 19661027 199803 1 001

REGIONAL GAZETTE OF THE REGENCY OF GRESIK OF 2021 NUMBER 77

APPENDIX

REGULATION OF THE REGENT OF GRESIK

NUMBER 77 OF 2021

ON THE POSITION, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS, AND WORK

# PROCEDURES OF THE LIBRARY AND ARCHIVES OFFICE OF THE REGENCY OF GRESIK

## ORGANIZATIONAL CHART

### LIBRARY AND ARCHIVES OFFICE OF THE REGENCY OF GRESIK

[Diagram of organizational chart would be included here]

REGENT OF GRESIK,

(signed)

FANDI AKHMAD YANI