

BY THE BLESSINGS OF ALMIGHTY GOD

REGENT OF GRESIK

EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK

NUMBER 80 OF 2021

ON

THE LEGAL STATUS, ORGANIZATIONAL STRUCTURE, TASKS, FUNCTIONS, AND WORK
PROCEDURES

OF THE REGIONAL SECRETARIAT OF THE REGENCY OF GRESIK

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 Administrative and Bureaucratic Reform Number 25 of 2021 concerning the Simplification of Organizational Structure in Government Institutions for Bureaucratic Simplification, it is necessary to make adjustments to the Regents Regulation Number 28 of 2019 concerning the Legal Status, Organizational Structure, Tasks, Functions, and Work Procedures of the Regional Secretariat of the Regency of Gresik as amended by Regents Regulation Number 43 of 2021;

b. that based on the considerations as referred to in paragraph a, it is necessary to issue a Regional Regulation on the Legal Status, Organizational Structure, Tasks, Functions, and Work Procedures of the Regional Secretariat of the Regency of Gresik;

Considering: 1. Law Number 12 of 1950 concerning the Government of Large Cities 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) as amended by Law Number 2 of 1965 concerning the Amendment 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 City Regions within the Provinces 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 the Amendment 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 of the Republic of Indonesia 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 of 2019 Number 6402);

7. Government Regulation Number 12 of 2017 concerning 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 concerning the Implementation Regulations 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 Regulations of Law Number 12 of 2011 concerning 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 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 Regulation of the Minister of Home Affairs Number 80 of 2015 concerning 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 concerning Guidance and Control of Regional Apparatus Arrangement (State News of the Republic of Indonesia of 2018 Number 1539);

11. Regulation of the Minister of Administrative and Bureaucratic Reform Number 25 of 2021 concerning 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 concerning 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 concerning the Second Amendment to Regional Regulation Number 12 of 2016 concerning the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2021 Number 24);

DECIDES:

To Enact: A REGENTS REGULATION ON THE LEGAL STATUS, ORGANIZATIONAL

STRUCTURE, TASKS, FUNCTIONS, AND WORK PROCEDURES OF THE REGIONAL SECRETARIAT 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. Regional Secretariat means the Regional Secretariat of the Regency of Gresik.
5. Regional Secretary means the Regional Secretary of the Regency of Gresik.

CHAPTER II

LEGAL STATUS

Article 2

- (1) The Regional Secretariat is under the authority of, led by a Secretary, and is accountable to the Regent.
- (2) The Regional Secretariat as referred to in section (1) is a supporting apparatus of the Regional Government in coordinating policy formulation and administrative services for Regional Apparatus.

CHAPTER III

ORGANIZATIONAL STRUCTURE

Article 3

(1) The organizational structure of the Regional Secretariat consists of:

- a. Regional Secretary;
- b. Assistant for Governance and Public Welfare, consisting of:
 - 1. General Governance Division, consisting of: Group of Functional Positions.
 - 2. Legal Division, consisting of: Group of Functional Positions.
 - 3. Public Welfare Division, consisting of: Group of Functional Positions.
- c. Assistant for Economy and Development, consisting of:
 - 1. Development Administration Division, consisting of: Group of Functional Positions.
 - 2. Economy and Natural Resources Division, consisting of:
 - a. Sub-division of Natural Resources; and
 - b. Group of Functional Positions.
 - 3. Procurement of Goods/Services Division, consisting of: Group of Functional Positions.
- d. Assistant for General Administration, consisting of:
 - 1. Organization Division, consisting of: Group of Functional Positions.
 - 2. Protocol and Communication of Leadership Division, consisting of:
 - a. Protocol Sub-division; and
 - b. Group of Functional Positions.
 - 3. General Division, consisting of: Group of Functional Positions.
- e. Group of Functional Positions.

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

CHAPTER IV

DETAIL OF TASKS AND FUNCTIONS

Part One

Regional Secretary

Article 4

The Regional Secretariat has the task of assisting the Regent in policy formulation and administrative coordination of the tasks of Regional Apparatus as well as administrative services.

Article 5

The Regional Secretary, in carrying out the tasks as referred to in Article 4, performs the following functions:

- a. coordination of regional policy formulation;
- b. coordination of the implementation of tasks and administrative services of Regional Apparatus;
- c. monitoring and evaluation of regional policy implementation;
- d. administrative services and guidance of regional apparatus; and
- e. other tasks assigned by the Regent in accordance with his/her tasks and functions.

Article 6

(1) The Regional Secretary in carrying out his/her duties and functions is assisted by the Assistant Regional Secretaries.

(2) The Assistant Regional Secretaries as referred to in section (1) consist of:

- a. Assistant for Governance and Public Welfare, coordinating:
 1. Library and Archives Service;
 2. Health Service;
 3. Social Service;
 4. Family Planning and Women's Empowerment, Child Protection Service;
 5. Community Empowerment and Village Service;
 6. Gresik Regency Unity and Politics Agency;
 7. Satuan Polisi Pamong Praja (Public Order Agency);
 8. Fire and Rescue Service; and
 9. Sub-districts.
- b. Assistant for Economy and Development, coordinating:
 1. Public Works and Spatial Planning Service;
 2. Public Works, Housing and Settlement Area Service;

3. Regional Development Planning, Research and Development Agency;
4. Environmental Service;
5. Transportation Service;
6. Agriculture Service;
7. Fisheries Service;
8. Manpower Service; and
9. Cooperative, Micro Business, Industry and Trade Service.

c. Assistant for General Administration, coordinating:

1. Regional Revenue, Financial Management and Asset Agency;
2. Investment and One-Stop Integrated Service Agency;
3. Tourism and Creative Economy, Culture, Youth and Sports Service;
4. Communication and Information Service;
5. Inspectorate;
6. Population and Civil Registration Service;
7. Regional Human Resources Agency;
8. Education Service; and
9. Regional Disaster Management Agency.

(3) The Assistant Regional Secretaries as referred to in section (2) are coordinated by an Assistant who is under and accountable to the Regional Secretary.

Part Two

Assistant for Governance and Public Welfare

Article 7

The Assistant for Governance and Public Welfare as referred to in Article 6 section (2) paragraph a has the task of assisting the Regional Secretary in the formulation of regional policies in the field of governance and law, and the coordination of the formulation of regional policies in the field of public welfare.

Article 8

The Assistant for Governance and Public Welfare, in carrying out the tasks as referred to in Article 7, performs the following functions:

- a. formulation of regional policies in the field of governance and law;
- b. coordination of the formulation of regional policies in the field of public welfare;
- c. coordination of the implementation of tasks of Regional Apparatus in the fields of governance, law, and public welfare;
- d. monitoring and evaluation of the implementation of regional policies in the field of governance and law;
- e. monitoring and evaluation of the implementation of regional policies related to the achievement of policy objectives, unintended impacts, and factors influencing the achievement of policy objectives in the field of public welfare;
- f. preparation for the implementation of guidance on government administration and apparatus in the fields of governance, law, and public welfare; and
- g. implementation of other official duties assigned by the Regional Secretary in accordance with the field of his/her duties.

Article 9

(1) The Assistant for Governance and Public Welfare as referred to in Article 7 consists of:

- a. General Governance Division;
- b. Legal Division; and
- c. Public Welfare Division.

(2) The Divisions as referred to in section (1) are led by a Head of Division who is under and accountable to the Assistant for Governance and Public Welfare.

Paragraph 1

General Governance Division

Article 10

The General Governance Division as referred to in Article 9 section (1) has the task of carrying out the preparation of the formulation of regional policies, the coordination of the formulation of regional policies, the coordination of the implementation of tasks of Regional Apparatus, the monitoring and evaluation of the implementation of regional policies, the implementation of administrative guidance in the field of government administration, regional administration and regional autonomy and cooperation.

Article 11

The Head of the General Governance Division, in carrying out the tasks as referred to in Article 10, performs the following functions:

- a. preparation of material for the formulation of regional policies in the field of government administration, regional administration and cooperation and regional autonomy;
- b. preparation of materials for coordinating the formulation of regional policies in the field of government administration, regional administration and cooperation and regional autonomy;
- c. preparation of materials for coordinating the implementation of tasks of Regional Apparatus in the field of government administration, regional administration and cooperation and regional autonomy;
- d. preparation of materials for monitoring and evaluating the implementation of regional policies in the field of government administration, regional administration and cooperation and regional autonomy;
- e. formulating policies in the field of general government administration, regional administration, autonomy and regional cooperation;
- f. conducting coordination in the implementation of policies related to general government administration, regional administration, autonomy and regional cooperation;
- g. controlling the implementation of the delegation of some of the Regional Government's authority to the Regional Apparatus and/or the government organizers below it;
- h. coordination of the implementation of Minimum Service Standards; and
- i. carrying out other official duties assigned by the Assistant for Governance and Public Welfare in accordance with the field of his/her duties.

Paragraph 2

Legal Division

Article 12

The Legal Division has the task of carrying out coordination and coordination of the administration of policy formulation and administrative services in the field of the preparation of regional legal products, legal assistance and counseling, as well as the study, evaluation and documentation of legal products.

Article 13

The Head of the Legal Division, in carrying out the tasks as referred to in Article 12, performs the following functions:

- a. implementation of coordination and coordination of policies for the preparation of planning of Regional Legal Products, legal assistance and counseling, study and evaluation of legal products and documentation of legal products;
- b. implementation of coordination and coordination of policy formulation for the preparation of regional legal products, legal assistance and counseling, study and evaluation of legal products and documentation of legal products;
- c. coordination of the implementation of the preparation of regional legal products, legal assistance and counseling, study and evaluation of legal products and documentation of legal products;
- d. coordination of the implementation of monitoring, evaluation and reporting on the implementation of policies for the preparation of regional legal products, legal assistance and counseling, study and evaluation of legal products and documentation of legal products; and
- e. carrying out other official duties assigned by the Assistant for Governance and Public Welfare in accordance with the field of his/her duties.

Paragraph 3

Public Welfare Division

Article 14

The Public Welfare Division has the task of carrying out coordination and coordination of policy formulation and administrative services in the fields of religion, social welfare and community welfare.

Article 15

The Head of the Public Welfare Division, in carrying out the tasks as referred to in Article 14, performs the following functions:

- a. implementation of coordination and coordination of the preparation of planning of religious policies and social welfare and community welfare;
- b. implementation of the coordination of policy formulation and administrative services in the fields of religion and social welfare and community welfare;
- c. coordination of the implementation of policies, programs and activities related to religion and social welfare and community welfare;
- d. coordination of the implementation of monitoring, evaluation and reporting on the implementation of religious policies and social welfare and community welfare; and
- e. carrying out other official duties assigned by the Assistant for Governance and Public Welfare in accordance with the field of his/her duties.

Part Three

Assistant for Economy and Development

Article 16

The Assistant for Economy and Development as referred to in Article 6 section (2) paragraph a has the task of assisting the Regional Secretary in coordinating the formulation of regional policies, coordinating the implementation of tasks of Regional Apparatus, formulating regional policies and monitoring and evaluating the implementation of regional policies in the fields of economy and natural resources, development administration, and procurement of goods and services.

Article 17

The Assistant for Economy and Development as referred to in Article 16, in carrying out his/her duties, performs the following functions:

- a. coordination of the formulation of programs and the implementation of policies related to the scope of his/her duties;
- b. coordination of the implementation of policies and administrative services within the scope of his/her duties;
- c. coordination of the implementation of evaluation and reporting on the implementation of programs and activities within the scope of his/her duties; and
- d. carrying out other official duties assigned by the Regional Secretary in accordance with the field of his/her duties.

Article 18

(1) The Assistant for Economy and Development as referred to in Article 16 consists of:

- a. Development Administration Division;
- b. Economy and Natural Resources Division; and
- c. Procurement of Goods/Services Division.

(2) The Divisions as referred to in section (1) are led by a Head of Division who is under and accountable to the Assistant for Economy and Development.

Paragraph 1

Development Administration Division

Article 19

The Development Administration Division as referred to in Article 18 section (1) paragraph a has the task of coordinating administrative services for the formulation of regional development program policies, controlling development programs and monitoring and evaluating the implementation of development programs.

Article 20

The Head of the Development Administration Division, in carrying out the tasks as referred to in Article 25, performs the following functions:

- a. implementation of coordination in the formulation of regional development program policies;
- b. coordination of the formulation and implementation of regional development program policies;
- c. formulation of strategies and policies to support the smooth running of regional development programs;
- d. implementation of coordination with the central government, provincial government and private parties in supporting regional development programs;
- e. implementation of coordination in the context of synergy of development programs;
- f. implementation of monitoring, evaluation and reporting on the implementation of regional development programs; and
- g. carrying out other official duties assigned by the Assistant for Economy and Development in accordance with the field of his/her duties.

Paragraph 2

Economy and Natural Resources Division

Article 21

The Economy and Natural Resources Division as referred to in Article 18 section (1) paragraph b has the task of coordinating policy formulation and administrative services in the field of Economy and Natural Resources affairs.

Article 22

The Head of the Economy and Natural Resources Division, in carrying out the tasks as referred to in Article 21, performs the following functions:

- a. implementation of policy coordination for the preparation of planning in the fields of economy, BUMD (Regional-Owned Enterprises), BLUD (Public Service Agency), and natural resources affairs;
- b. implementation of policy coordination in the economic field, including cooperative and micro

- business affairs, industrial affairs, trade affairs, food affairs, agricultural affairs, fisheries affairs and tourism affairs, manpower, transportation, BUMD, BLUD, and natural resources affairs;
- c. coordination of the implementation of administrative services in the economic field, including cooperative and micro business affairs, industrial affairs, trade affairs, food affairs, agricultural affairs, fisheries affairs and tourism affairs, manpower and transportation, BUMD, BLUD, and natural resources affairs;
- d. coordination of the implementation of management policies in the economic field, including cooperative and micro business affairs, industrial affairs, trade affairs, food affairs, agricultural affairs, fisheries affairs and tourism affairs, manpower and transportation, BUMD, BLUD, and natural resources affairs;
- e. coordination of the implementation of monitoring, evaluation and reporting on the implementation of policies in the economic field, BUMD, BLUD, and natural resources; and
- f. carrying out other official duties assigned by the Assistant for Economy and Development in accordance with the field of his/her duties.

Article 23

- (1) The Economy and Natural Resources Division as referred to in Article 18 section (1) paragraph c consists of:
- a. Sub-division of Natural Resources; and
- b. Group of Functional Positions.
- (2) The Sub-division as referred to in section (1) is led by a Head of Sub-division who is under and accountable to the Head of the Economy and Natural Resources Division.

Article 24

- (1) The Sub-division of Natural Resources as referred to in Article 18 section (1) paragraph c has the following tasks:
- a. preparing plans for programs and activities for the management of natural resources;
- b. preparing draft policy materials for the management of natural resources, electricity, post-mining management, mining product management, food affairs, agricultural affairs, and fisheries affairs that are related to the regency government;

- c. preparing guidelines, technical instructions and implementation instructions for the procedures for managing natural resources and post-mining;
- d. preparing materials for coordination meetings on natural resources affairs;
- e. implementing guidance and facilitation of the implementation of natural resources affairs policies;
- f. conducting monitoring, evaluation and reporting on the implementation of natural resources affairs policies; and
- g. carrying out other official duties assigned by the Head of the Economy and Natural Resources Division in accordance with the field of his/her duties.

Paragraph 3

Procurement of Goods/Services Division

Article 25

(1) The Procurement of Goods/Services Division as referred to in Article 18 section (1) paragraph c has the task of coordinating policy formulation and the implementation of the management of the procurement of Goods/Services, the management of electronic procurement services, guidance and advocacy for the procurement of Goods/Services.

(2) The procurement of Goods/Services as referred to in section (1), in carrying out its duties, technically follows the provisions of the Legislation regulating the procurement of goods/services.

Article 26

The Head of the Procurement of Goods/Services Division, in carrying out the tasks as referred to in Article 25, performs the following functions:

- a. preparation of material for the formulation of regional policies in the field of management of the procurement of Goods/Services, management of electronic procurement services, guidance and advocacy for the procurement of Goods/Services;
- b. coordination of the implementation of the preparation of guidelines, technical instructions and implementation instructions for the procurement of goods/services;
- c. implementation of coordination of the procurement of Goods/Services, including the management

of the procurement of Goods/Services, the management of electronic procurement services and guidance and advocacy for the procurement of Goods/Services;

d. coordination of the implementation of monitoring, evaluation and reporting on the results of the implementation of the management of the procurement of goods/services, the management of electronic procurement services and guidance and advocacy for the procurement of goods/services; and

e. carrying out other official duties assigned by the Assistant for Economy and Development in accordance with the field of his/her duties.

Part Four

Assistant for General Administration

Article 27

The Assistant for General Administration as referred to in Article 6 section (2) paragraph c has the task of assisting the Regional Secretary in the formulation of regional policies, the implementation of policies, the coordination of the implementation of tasks of Regional Apparatus and the monitoring and evaluation of the implementation of regional policies in the fields of organization, protocol and communication of leadership and general affairs.

Article 28

The Assistant for General Administration, in carrying out the tasks as referred to in Article 27, performs the following functions:

- a. coordination of the formulation of programs and the implementation of policies related to the scope of organizational administration, protocol and communication of leadership, and general affairs;
- b. coordination of the implementation of policies and administrative services within the scope of organizational administration, protocol and communication of leadership, and general affairs;
- c. monitoring and evaluation of the implementation of regional policies in the field of organization;
- d. preparation for the implementation of guidance on administration and ASN (State Civil Apparatus)

in regional institutions;

e. coordination of the implementation of evaluation and reporting on the implementation of programs and activities within the scope of organizational administration, protocol and communication of leadership, and general affairs; and

f. carrying out other official duties assigned by the Regional Secretary in accordance with the field of his/her duties.

Article 29

(1) The Assistant for General Administration as referred to in Article 27 consists of:

a. Organization Division;

b. Protocol and Communication of Leadership Division; and

c. General Division.

(2) The Divisions as referred to in section (1) are led by a Head of Division who is under and accountable to the Assistant for General Administration.

Paragraph 1

Organization Division

Article 30

The Organization Division as referred to in Article 29 section (1) paragraph a has the task of coordinating policy formulation and administrative services in the field of institutional apparatus of regional apparatus and job analysis, administration and public service, performance and bureaucratic reform.

Article 31

The Head of the Organization Division, in carrying out the tasks as referred to in Article 30, performs the following functions:

a. coordination of the preparation of planning and policies for the arrangement of the institutional apparatus of regional apparatus and job analysis, administration and public service, performance

and bureaucratic reform;

b. coordination of the formulation of policies for the institutional apparatus of regional apparatus and job analysis, administration and public service, performance and bureaucratic reform;

c. coordination of the implementation of policies for the institutional apparatus of regional apparatus and job analysis, administration and public service, performance and bureaucratic reform;

d. coordination of the implementation of monitoring, evaluation and reporting on the implementation of policies for the institutional apparatus of regional apparatus and job analysis, administration and public service, performance and bureaucratic reform; and

e. carrying out other official duties assigned by the Assistant for General Administration in accordance with the field of his/her duties.

Paragraph 2

Protocol and Communication of Leadership Division

Article 32

The Protocol and Communication of Leadership Division as referred to in Article 29 section (1) paragraph b has the task of carrying out protocol duties, leadership communication and coordinating documentation and leadership and/or activities on a Regional Government scale.

Article 33

The Head of the Protocol and Communication of Leadership Division, in carrying out the tasks as referred to in Article 32, performs the following functions:

a. coordination of the implementation of protocol, leadership communication and documentation of leadership activities;

b. coordination of the preparation and control of standard operating procedures for protocol, leadership communication and documentation of leadership activities;

c. implementation of coordination for the control of information dissemination to the media and building communication and providing the right of reply from the leadership on news that requires clarification;

- d. coordination of the preparation of protocol schedules, routine government programs and consolidation of leadership activities;
- e. implementation of monitoring, evaluation and reporting on the implementation of public relations and protocol policies; and
- f. carrying out other official duties assigned by the Assistant for General Administration in accordance with the field of his/her duties.

Article 34

(1) The Protocol and Communication of Leadership Division consists of:

- a. Protocol Sub-division; and
- b. Group of Functional Positions.

(2) The Sub-division as referred to in section (1) is led by a Head of Sub-division who is under and accountable to the Head of the Protocol and Communication of Leadership Division.

Article 35

(1) The Protocol Division as referred to in Article 34 section (1) paragraph a has the following tasks:

- a. preparing a plan for protocol activities;
- b. preparing and accelerating leadership activities so that they can be carried out orderly, properly and according to plan;
- c. preparing schedules and agendas for leadership activities or government activities at the regency level;
- d. carrying out coordination of state agendas and/or agendas involving the leadership;
- e. carrying out protocol coordination with the Provincial Government and other Regencies/Cities to ensure the smooth running of leadership activities;
- f. carrying out monitoring, evaluation and reporting of protocol activities; and
- g. carrying out other official duties assigned by the Head of the Protocol and Communication of Leadership Division in accordance with the field of his/her duties.

Paragraph 3

General Division

Article 36

The General Division has the task of handling administrative affairs, personnel, housekeeping, equipment and finances of the Regional Secretariat.

Article 37

The Head of the General Division, in carrying out the tasks as referred to in Article 36, performs the following functions:

- a. implementation of coordination for the preparation of plans for general activities, household affairs and financial administration of the Regional Secretariat;
- b. formulation of policies on office administration, personnel and archiving within the Regional Secretariat;
- c. implementation of letter management for the Assistant Regional Secretaries, Regional Secretary and Regent/Deputy Regent;
- d. coordination of the implementation of household affairs, office facilities and infrastructure within the Regional Secretariat;
- e. implementation of office receptions, meals/drinks for leadership activities, leadership's assistants, leadership's health and management of leadership's finances and official travel administration;
- f. implementation of the management of finances and goods within the Secretariat;
- g. coordination of the preparation of goods needs that are under the authority of the Regional Secretary;
- h. coordination of the preparation of financial, administrative and personnel reports;
- i. implementation of the provision, maintenance and repair of goods whose use is recorded as goods under the authority of the Regional Secretary;
- j. controlling the implementation of electronic and manual letter and archiving administration systems;
- k. implementation of the preparation of invitations and the arrangement of facilities, infrastructure and meals/drinks for guests, ceremonial events, and meetings of the Regent/Deputy Regent, Regional Secretary/Assistant Regional Secretaries;

- l. implementation of the preparation of meals/drinks for meetings and/or activities within the Regional Government that are not carried out by the Regional Apparatus;
- m. implementation of monitoring of the cleanliness and comfort of the office, office environment and official residences under the authority of the Regional Secretary; and
- n. carrying out other official duties assigned by the Assistant for General Administration in accordance with the field of his/her duties.

Part Five

Group of Functional Positions

Article 38

The Group of Functional Positions as referred to in Article 3 section (1) paragraph b, points 1, 2, 3, paragraph c points 1, 2 paragraph b, point 3, paragraph d points 1, 2 paragraph b, point 3, and paragraph e, has the task of carrying out some of the tasks of the Regional Secretariat.

Article 39

(1) The Group of Functional Positions as referred to in Article 3 section (1) paragraph b, points 1, 2, 3, paragraph c points 1, 2, paragraph b, point 3, paragraph d points 1, 2 paragraph b, point 3, consists of a number of functional staff in the ranks of functional positions 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 led by a Sub-coordinator who implements the functional service function according to 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 of plans, implementation and control, monitoring and evaluation, and reporting on one group of substance in each grouping of field function descriptions.

(5) The assignment of the Sub-coordinator as referred to in section (2) is determined by the

Regional Secretary through a Letter of Assignment.

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

CHAPTER V

POSITIONS IN THE REGIONAL SECRETARIAT

Article 40

Structural positions in the Regional Secretariat are filled by State Civil Servants in accordance with the provisions of the Legislation.

Article 41

The structural positions as referred to in Article 40 are echelon positions consisting of:

- a. Regional Secretary is an echelon II position or a first-level high-ranking position;
- b. Assistant Regional Secretary of the Regency is a structural position of echelon II/b or a first-level high-ranking position;
- c. Head of Division is a structural position of echelon III/a or an administrator position; and
- d. Head of Sub-Division is an echelon IV/a position or a supervisory position.

Article 42

(1) The details of activities from each task description in each Structural Position as referred to in Article 41 are stipulated in the Regulation of the Regional Secretary.

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

Article 43

(1) The officials as referred to in Article 3 section (1) begin to carry out their functions and duties from the time of their inauguration.

(2) The appointment and dismissal of officials as referred to in section (1) are carried out in accordance with the provisions of the Legislation.

CHAPTER VI

TECHNICAL TEAM

Article 44

(1) In the group of Functional Positions that carry out the technical functions of government affairs, a Technical Team can be formed according to needs.

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

(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 field, and are appointed by the Regents Decision.

CHAPTER VII

WORK PROCEDURES

Article 45

(1) Each leader in the Regional Secretariat must apply the principles of coordination, integration and synchronization, both within their respective work units and between unit groups within the regional government and with vertical institutions in accordance with their respective duties.

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

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

CHAPTER VIII

TRANSITIONAL PROVISIONS

Article 47

At the time this Regents Regulation comes into force, the existing officials remain in their positions and perform their duties until the new officials are inaugurated based on this Regents Regulation.

CHAPTER IX

FINAL PROVISIONS

Article 48

At the time this Regents Regulation comes into force:

- a. Regents Regulation of Gresik Number 28 of 2019 concerning the Legal Status, Organizational Structure, Tasks, Functions, and Work Procedures of the Regional Secretariat of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2019 Number 28); and
- b. Regents Regulation Number 43 of 2021 concerning Amendments to Regents Regulation Number 28 of 2019 concerning the Legal Status, Organizational Structure, Tasks, Functions and Work Procedures of the Regional Secretariat of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2021 Number 43).

are revoked and declared null and void.

Article 49

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

Article 50

This Regents Regulation shall come into force on the date of its promulgation.

In order that everyone may know this, order the promulgation of this Regents Regulation by placing it in the Regional Gazette of the Regency of Gresik.

Enacted in Gresik
on December 31, 2021

REGENT OF GRESIK,

(signature)
FANDI AKHMAD YANI

Promulgated in Gresik
on December 31, 2021

SECRETARY OF THE REGENCY OF GRESIK,

(signature)
Ir. ACHMAD WASHIL M.R., M.T.
Senior Principal Administrator
NIP. 19661027 199803 1 001

REGIONAL GAZETTE OF THE REGENCY OF GRESIK OF 2021 NUMBER 80

APPENDIX

REGULATION OF THE REGENT OF GRESIK
NUMBER 80 OF 2021

ON THE LEGAL STATUS, ORGANIZATIONAL STRUCTURE, TASKS, FUNCTIONS, AND WORK
PROCEDURES OF THE REGIONAL SECRETARIAT OF THE REGENCY OF GRESIK

ORGANIZATIONAL STRUCTURE CHART OF THE REGIONAL SECRETARIAT
OF THE REGENCY OF GRESIK

(Chart would be placed here)

REGENT OF GRESIK,

(signature)

FANDI AKHMAD YANI, SE.