

ABSTRACT

ANTO SUSILO. **The Development of Administrative Staff:** (The Case Study of the Development Strategy of Administrative Staff of Education and Culture Local Official of Cianjur District, West Java).

The focus of problem was investigated in this research related to the development strategy of administrative staff implemented by Education and Culture Official of Cianjur District. The problem include the formulation of policy, the form and implementation of development program, and follow up of result of administrative staff development by Education and Culture Official of Cianjur District.

In this case study, by using the naturalistic-qualitative approach for the cases of Education and Culture Official of Cianjur District, it could be found the finding of study as in the following:

First, in fact the formulation of development policy of administrative staff is applied by Education and Culture Official of Cianjur District has fulfilled the criterion of a comprehensive policy. Its indicators are that the policy has accommodated the equity aspect, the availability of objective and method to achieve the goal, has the positive impact for administrative staff and organization.

Second, the form and implementation of development program that was planned and designed by Education and Culture of Cianjur District have been described in 2002-2005 Strategic Planning of Education and Culture of Cianjur District in which is consisted of five forms of development program, i.e.: (1) educational program with training permission; (2) education and training program; (3) implementation of seminars and workshops of educational management; (4) establishment program by leadership element; and (5) autonomy development program. The implementation of five programs have not been able full executed because the available of budget and facilities constraints. Beside that, the finding of study indicate that the implementation of educational development program with training permission was not based on the process of needs analysis of staff, either base on the official needs, tasks unit needs, or individual needs.

Third, the follow up of the results of development that is implemented by Education and Culture of Cianjur District has not been executed in accordance with the expectation, particularly in relation to the placement, position, and promotion. The conditions are caused by the legal rule constraints of employee affairs.

According to the above findings, there are some recommendations for the Education and Culture Official of Cianjur District, i.e. (1) the requirement the deeper socialization for decided policies; (2) the requirement the needs analysis process for development program implemented by official; and (3) the requirement to do the budget reallocation and facilities acquisition for development program implementation.