CONCEPT AND FUNCTION OF HUMAN RESOURCE MANAGEMENT IN ORGANIZATIONS

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Abstract :

Human Resources (HR) is a crucial element in achieving organizational goals. Effective Human Resource management impacts various operational aspects of an organization, including efficiency, productivity, and competitiveness. This article explores the basic concept of Human Resources, delves into its strategic functions, and examines how Human Resources contribute to organizational success across various industry sectors. In Human Resource management, there are numerous aspects that HR managers must consider, including the basic concept of Human Resources itself, as well as the functions involved in HR management. The concept of Human Resources encompasses the fundamental understanding of human beings as valuable assets that can be utilized to achieve organizational goals.In this study, the author employs a descriptive qualitative approach to collect secondary data from various literature and research related to Human Resource management. The findings indicate that Human Resources play a critical role in supporting innovation, employee development, and strategic planning within organizations. Additionally, HR functions such as recruitment, selection, training, development, and performance evaluation are vital in ensuring that employees can contribute optimally to organizational objectives. The results of this article are expected to provide deeper insights for both practitioners and academics on how to leverage Human Resources to achieve organizational success.

Keywords: *Concept, Function, Management, HR, Organization*

INTRODUCTION

Human Resources (HR) in the context of organizations have a very important role in achieving long-term goals. In this competitive and fast-changing world of education, organizations are required to not only focus on improving technology and infrastructure, but also on improving HR. Improvement covers various aspects, such as recruitment, training, development, and maintenance of quality workforce. Good Human Resources will support the achievement of the organization's vision and mission, increase productivity, and create innovations that can be profitable in the long term. The article submitted is of the author's orginal work that is plagiarism free, and neither of which has been previously published in other scholarly journals or books.

In the management of Human Resources, there are many aspects that must be observed by the Human Resources manager, among which is the basic concept of Human Resources itself, as well as the functions found in the

management of Human Resources. The concept of Human Resources includes a basic understanding of people as resources that can be utilized to achieve organizational goals. In this regard, human beings are not only as employees who carry out tasks, but also as individuals at their potential, experience needs to be developed to increase the value of the organization.

In addition, the management of Human Resources also involves various functions that play a role in ensuring that human resources work as optimally as possible. Functions include recruitment, selection, training, development, performance management, and performance evaluation. Each of these functions has a specific purpose and supports each other to achieve the goals of the organization as a whole. Overall, this article will explain more about the concept and function of Human Resources, as well as how its management contributes to the success of the organization. Through a deep understanding of the concept and functions of Human Resources, it is hoped to help the organization to focus more on managing employees effectively and efficiently, so that it can create a conducive work environment and support the achievement of Common goals.

RESEARCH METHODS

This research uses a qualitative descriptive approach, which aims to provide an in-depth understanding of the concept and function of human resources in the organizational context. The data used in this research comes from secondary sources, such as books, scientific journals, articles, and research reports relevant to the topic of Human Resource management.

The qualitative descriptive method was chosen because it can provide an overview which is more extensive and detailed about the concept and function of Human Resources, without being tied to certain variables or numbers. This research prioritizes conceptual understanding and analysis based on available literature. Approach. This also allows the writer to explore different views on how Human Resource management can affect organizational success.

During the data collection process, the author conducted a literature analysis from various sources that discussed the basic concept of Human Resources, the functions of Human Resources, as well as Human Resource management strategies that have been proven effective in various organizations. In addition, this research also reviewed case examples in several organizations that were successful in achieving their goals effectively. Being able to use this approach, it is hoped that general patterns can be found that can be applied by various organizations by making use of educators.

DISCUSSION AND DISCUSSION
The Concept Of Human Resources

Human resources (HR) refers to a group of people who have skills, knowledge, and experience that can be used to support the achievement of organizational goals. Human resources do not only consist of employees, but are valuable assets that have growth potential. The basic philosophy of human resources views human resources as valuable individuals who make a significant contribution to the development of an organization.

As part of the organization's resources, Human Resource Management has the responsibility to achieve the results desired by the organization. Therefore, the management of Human Resources does not only focus on the provision of manpower, but also on the development of skills, motivation, and the creation of a work environment that supports the success of individuals and the organization

as a whole. For example, organizations that have quality Human Resources will more easily adapt to changes, improve performance, and produce valuable innovations.

Al-Hasyr · Ayat 18

يَٰٓأَيُّهَا الَّذِينَ ءَامَنُوا اتَّقُوا اللَّهَ وَلْتَنظُرْ نَفْسٌ مَّا قَدَّمَتْ لِغَدٍ ۖ وَاتَّقُوا اللَّهَ ۚ إِنَّ اللَّهَ خَبِيرٌۢ ۝ بِمَا تَعْمَلُونَ ﴿١٨﴾

O you who believe, fear Allah and let everyone pay attention to what he has done for tomorrow (hereafter). Fear God. Verily, Allah is very careful about what you do.

This verse reminds believers to always maintain piety to Allah and pay attention to every good deed they do as provision for life after death. Allah commands that each individual reflect and evaluate what has been done, as well as ensure that the good deeds bring benefits for the afterlife.

In addition, God affirms that He knows all deeds, both visible and hidden, so that every deed must be done with sincere and sincere intentions. The repeated command to be righteous shows how important the attitude of piety is as a basis of life.

The concept of Human Resources (HR) refers to the management of individuals in an organization or company to achieve certain goals, both effectively and efficiently. Human Resources focuses on how people are recruited, trained, developed, managed, and maintained in the organization in order to make their maximum contribution.

Some important aspects of the concept of Human Resources include:

1. Recruitment and Selection, Obtaining and selecting the right candidate to fill the required position in the organization.
2. Training and Development, Providing employees with training to improve their skills and develop professional abilities.
3. Performance Management, Routine evaluation of employee performance to provide feedback and further development plans to ensure that they work as expected.
4. Compensation and Allowances, Manage salaries, bonuses, and provide incentives to motivate employees.
5. Welfare and Employee Relations, Creating a good work environment and maintaining good relations between management and employees.

MSDM is a field of management that specifically studies human relationships and roles in corporate organizations. Human resource management is matters that include the construction, use and protection of human resources both in a work relationship and those who work on their own. Human resource management involves various aspects, such as recruitment, training, development, performance evaluation, compensation, and maintaining a harmonious working relationship. The focus is on optimizing the potential of employees in line with the vision and mission of the organization, as well as creating a work environment that supports the growth and well-being of employees in the organizational structure in terms of human resource management is independent while the development of human resources creates a structure that is interdependent and interrelated.

The main purpose of Human Resource management is to ensure that the company has a productive, skilled, and motivated workforce, so as to be able to

achieve business targets.

Human Resource Management Function, Human Resource Management function includes various aspects that need to be managed carefully so that the organization can achieve its goals effectively and efficiently. Some of the main functions in Human Resource Management include:

Human Resource Planning: This planning function involves determining the amount and type of workforce that the organization needs to support its operations. This is done by analyzing workforce needs based on the organization's vision and mission, as well as the organization's growth projections in the future.

Recruitment and Selection: This process aims to attract and select the best candidates that suit the organization's needs. This function includes various activities ranging from job advertisements, file screening, interviews, to the final selection which ensures that the employees who are accepted have the best potential to grow in the organization.

The purpose of training and development is to improve the skills, knowledge and abilities of officers so that they can make a better contribution in their work. The training process is carried out systematically through internal and external training programs in line with the development of the industry.

Performance Management: This function refers to the process of evaluating and managing the performance of employees so that they can achieve the targets that have been set. Performance evaluation is carried out periodically to identify areas that need to be improved and to reward employees who perform well. Compensation and Wellbeing: This function aims to reward employees according to their contribution to the organization. Good compensation management will increase job satisfaction and employee loyalty.

The Strategic Role of Human Resource Management in Organizations, Human Resource Management is not only limited to administrative aspects, but also includes strategic roles that help organizations achieve competitive advantage. In this era of globalization full of challenges, organizations must be able to utilize Human Resources as the main strength to achieve strategic goals. Some of the strategic roles played by Human Resources include:

1. Increase Innovation: Human Resources that have skills and knowledge that continue to grow can help organizations to innovate in the face of market and technology changes.
2. Organizational Culture Management: Human Resources play an important role in developing and maintaining an organizational culture that supports long-term success.
3. Organizational Sustainability: Proper Human Resource Management will produce employees who are loyal, have a sense of responsibility, and are committed to achieving organizational goals, which will ensure long-term organizational sustainability.
4. Human Resource Management in Education focuses on managing the human role in achieving organizational goals effectively and efficiently. This process includes various activities, such as planning, organizing, directing, managing, procurement, development, compensation, integration, maintenance, disciplinary management, and workforce termination, all of which aim to support the achievement of the organization's goals, employee well-being, and benefit the community .

In the education sector, human resource management carried out through the School-Based Management (MBS) approach covers all these aspects, with a focus on the empowerment and management of teaching staff and educational

staff at the school level. The purpose is to ensure a better quality of education and the achievement of optimal educational goals.

Employee planning, Employee planning is a process to determine the human resource needs in an organization, both in terms of quantity (quantitative) and quality (qualitative), both for now and in the future. To compile an effective personnel plan, complete and clear information is needed about the job or task that must be carried out in the organization. Thus, good employee planning will ensure that workforce needs can be met optimally and in accordance with the organization's goals.

Effective workforce planning begins with job and position analysis to create clear job descriptions. Job analysis describes the tasks, responsibilities, and activities that need to be performed, and job analysis creates job specifications that identify the qualifications and skills needed. This information is important in determining the number and quality of employees needed for the position in order to ensure that the organization has sufficient, qualified, and accurate employees.

The purpose of Human Resource Planning, Effective employee planning begins using job & department analysis to compile a clear & detailed job description. Job analysis aims to identify duties, responsibilities, & activities that must be carried out in the department, ad interim department analysis makes specifications department detailing the qualifications, skills, education, and experience expected so that officers can carry out their duties well. This information is very crucial for choosing the number of officers required, and the qualities & competencies that must be possessed by the officer who fills the position. With this approach, employee planning ensures that the organization has sufficient, quality, and synchronized work energy using the needs to achieve the goals that have been set.

Human Resource Planning Procedures, The next step in workforce planning should be done systematically. Determining the amount and quality of human resources needed: The first step is to determine the number of employees needed in detail, including the qualifications that require the skills and abilities needed to meet the organization's needs. Collecting data and information about human resources: Collecting data about the status of existing officers, including information about skills, experience, training, and special needs that need to be met. Data Grouping and Analysis: The collected data is grouped and analyzed to identify the strengths, weaknesses, and deficiencies of the organization's human resources. Determining several alternative solutions: Based on the results of the analysis, various alternative solutions are considered to meet HR needs such as recruitment, training, and career development. Choosing the best alternative and organizing it into a plan: After evaluating the alternatives, the next step is to choose the most effective solution to achieve the organization's goals, which is presented in the form of a clear plan. Inform employees about the implementation plan. The developed plan is communicated to related employees so that they understand the purpose and steps required to implement the plan. Procurement of employees, Procurement of employees is a process to meet the needs of the workforce in the organization, both in terms of quantity and quality. This process includes several important steps:

Recruitment: Finding and attracting prospective officers who meet the required qualifications. Recruitment can be done through various channels such as advertisements or job fairs. Selection: Selecting the best candidate candidates through written, oral, and practical tests to assess their skills and suitability for

the job to be done. Internal Procurement: The procurement of officers can also be done internally through promotion (promotion) or mutation (transfer of position within the organization), usually when there are few vacancies or there are more officers in other departments. "What First, Who Later" Principle: Before looking for a candidate officer, first determine the job and tasks that must be done based on the job description. After that, find the right person to fill the position according to the job specifications. Planned Recruitment: The recruitment process must be done well and planned to ensure that the accepted officers are suitable for the needs of the job and the organization.

With these measures, the procurement of officers can be done effectively to meet the needs of the right workforce according to the organization's goals.

Training and development of employees, the Organization always wants its personnel to perform their duties optimally and contribute all their abilities for the benefit of the organization, as well as work better day by day. In addition to that, the officer himself, as a human being, also needs improvement and improvement in himself including in his duties. In relation to that, the function of construction and development of officers is a personnel management function that is absolutely necessary, to improve, maintain, and improve the performance of officers. This construction and development activity is not only about the ability aspect, but also about the officer's career. The development of officers is felt to be increasingly important because of the demands of the job or position, as a result of technological progress and the tightening of competition between similar organizations/institutions. Every personnel of the organization/institution is required to be able to work effectively, efficiently, the quality and quantity of the work is good so that the competitiveness of the organization/institution increases. This development is carried out for non-career and career purposes for employees (new or old) through training and education.

Promotion and Mutation, Promotion is the transfer of an officer to a higher position in an organization and involves increasing authority and responsibility, rights, status, and income. Promotion reflects trust and acknowledgment of the employee's ability to take on greater tasks. This encourages employees to work harder, be more disciplined and successful, thus enabling them to achieve the organization's goals better. On the contrary, mutation is another step in the evaluation of employee performance and aims to evaluate the ability of the employee to carry out the assigned task. Transfer should be based on a performance evaluation that objective and aimed at increasing the efficiency and effectiveness of internal work organization. Promotion and mutation are generally part of employee development that supports the improvement of organizational performance. After an employee is selected, the next step is to ensure that the employee is accepted as a valid member of the organization with clear rights and responsibilities. In Indonesia, the process of promotion or appointment civil servants first start with a trial period of one or two years, followed by preparatory training, and after completing the studies, the officer is appointed as a full-fledged civil servant. Employees can then be distributed or assigned to certain positions depending on the needs of the organization.

Termination of Employment (Dismissal) of Officers, Dismissal is termination of employment between an officer and an organization/institution; This layoff is part of the human resources function and ends the rights and obligations of both parties, namely the organization and the employee. For school education staff, especially civil servants, layoffs can be divided into three types:

Layoffs due to personal requests Layoffs due to personal reasons such as changing jobs to improve the living environment. Termination by the Ministry or the Government The termination can be done by the Ministry or the Government for several reasons, among others: Employees are not competent or unable to perform their job duties well. Reduction or organizational simplification Rejuvenation refers to officers over the age of 55 who have the right to receive a pension. A mental or physical health condition that prevents employees from performing their job duties properly.

Compensation, Compensation is compensation given by the organization to employees, usually in the form of salary, allowances, or facilities such as housing and vehicles. Compensation is not only to meet material needs, but also as an appreciation for the dignity and worth of the officer.

Employee Evaluation Evaluation of employee performance is important to evaluate the benefits of the training and development they receive. Work performance includes quality and quantity results achieved according to duties and responsibilities. For officers, evaluation provides feedback for career development, while for schools, evaluation results are used for program-related decisions, acceptance, placement, and promotion. Overall, performance evaluation is needed to determine further policies and ensure the effectiveness of HR management in schools.

Schools/madrasahs plan programs for the effective utilization of educators and educational staff. Program for the utilization of students and personnel of the Board of Education: The program for the utilization of educators and educational personnel pays attention to: a). Organized by paying attention to the standards of educators and educational staff; b). Developed in accordance with school/madrasah conditions including the division of duties, overcoming when there is a shortage of staff, determining the reward system, and professional development for each educator and educational staff and applying it in a professional, fair, and open manner. The appointment of educators and additional educational staff is carried out based on the provisions set by the management of the school/madrasah.

Schools/madrasahs need to support efforts a. Promotion of educators and educational staff based on the basis of usefulness, propriety, and professionalism; b. The development of educators and educational staff that are systematically identified in accordance with individual aspirations, curriculum needs and schools/madrasahs; c. The placement of educational staff is adjusted to the needs of both the number and qualifications by setting priorities.

The school/madrasah utilizes various roles to support its management and operations, including: The school principal/seminary is responsible for the management of the school/seminary as a whole, bSM Vice Principal of Junior High School/MTS supports the School/Rector in carrying out the duties of Vice Principal, Vice Principal/ Madrasah SMA/SMK, MA/MAK manage curriculum areas as Deputy Principal/Madressa, Deputy Director of SMA/SMK, MA/MAK Facilities and Infrastructure Officer building school/madrasah facilities and infrastructure, Deputy Student Director of SMA/SMK and MA/MAK is in charge of student management., Vice Chancellor of Industrial Relations High School is in charge of relations with industry, Teachers act as learning agents who motivate, educate, guide, and train students to reach their maximum potential, Counselor hours provide guidance and counseling to students, Trainers/ Instructors provide technical training to students in training activities, Library staff are responsible for managing, learning resources in the library. Staff assist teachers in managing

practicum activities in the laboratory, liter. Learning Resource Technicians prepare, maintain, and improve learning facilities and infrastructure, meter. The administrative staff performs administrative service duties, the cleaning staff is responsible for maintaining the cleanliness of the school/madrasah environment.

The original human resource development method that is most often applied to business organizations is education & training. Education is intended for officers at the managerial level, ad interim training is given to officers at the operational level.

Education method (Education).

Education is one of the most important aspects of human resource development. Educational institutions, especially formal education, basically provide outputs in the form of changes in attitude and behavior accompanied by a deeper level of knowledge, understanding, and analysis. Basically, the purpose of education is the addition of knowledge, attitude, action, appearance, etc., which is expected to have educational targets in a certain method. That is why, changes in attitude and behavior as an output of education need to be formulated first in the purpose of education, in other words that the purpose of education is the formulation of important attitudes and behavior.

Training method (Training).

Training is selected based on analysis of needs derived from the interests of the organization and the needs of employees. Matters related to training are related to implementation time, cost, number of participants, level of education, background of officers, and various other matters related to officers. The scope of training is narrower compared to education. Training is basically seen as the application of skills and job skills, therefore training is focused on learning how to perform specific tasks in a specific time.

The types of human resource development given to officers are: Formal Human Resource Development: This development is done as a response to the demands of change and competition and focuses on improving the knowledge and professional skills of officers without incurring high costs. Informal Development: This development is based on the employee's personal initiative and allows him to train and develop his skills by learning various concepts and applications related to his job or position. This informal development is very beneficial for the organization because it does not require large costs.

The purpose of human resource development activities is as follows; Workforce Productivity: The development aims to increase employee productivity, both in terms of quality and quantity of production, through improving technical, interpersonal, and managerial skills. Efficiency: The purpose of development is to increase the efficiency of energy, time and raw material use, and in particular to reduce waste on machines, thereby reducing production costs and increasing the company's competitiveness. Service: Employee development aims to improve the quality of service to customers. This is a key factor to attract business partners and customers. Morale: Development increases the morale of employees. Employees are more motivated in carrying out their work because their expertise and skills are relevant to the work they do. Career: Development provides greater opportunities for employees to advance their careers along with the improvement of their expertise, skills, and work performance.

Promotion is often based on skills and job performance. Leadership: Development helps managers improve their leadership skills, improve interpersonal relationships, strengthen motivation, and encourage harmonious

cooperation vertically and horizontally. Compensation: Development increases employee compensation (salary, wages, incentives, allowances) while improving employee work performance.

Consumer Hours: Developing employees also leads to the provision of higher quality products and services to consumers.

Human Resource Development, According to Hasibuan, development is an effort to enhance the technical, theoretical, conceptual, and moral skills of employees synchronously using the needs of the job or department through education & training.

Motivation, The high motivation of employees encourages them to work faster & focus on investigating behavior, knowledge, skills, and adapting to use the organization. Motivation can be based on internal as well as external incentives. Therefore, the original development of human resources must be closely related to the use of employee motivation so that they are involved using both in the development process. The Results Progress Report according to the original development of human resources can be used to evaluate the comparison of employee performance before & after participating in the development event. Officer Training Officers need to master new knowledge & skills.

For that, we need a human resource development program that is perfectly made so that it can be applied to work. Individual Differences Individual differences, for example the level of intelligence & talent of employees, must be the basis for planning development events. The most effective programs pay attention to this disparity, not just factors such as gender or social status.

The benefits of human resources (HR), human resources (HR) is the contribution made by individuals or groups in an organization to achieve certain goals. In the context of management, HR plays the role of a key asset that supports the operational, strategic, and innovation success of the company. Here are some of the main benefits of HR; Increased Productivity. Quality human resources can increase the efficiency and effectiveness of the work process, so that work results become more optimal.

Innovation and Creativity, Employees with good skills and insight can create new ideas that drive innovation in products, services, or work processes. Competitive advantage Superior HR is a determining factor in the organization's success in facing global competition. Management of Other Resources Humans as the main managers have an important role in maximizing the utilization of physical, financial, and technological resources. Customer Satisfaction and Loyalty Employees who are skilled and satisfied with their jobs tend to provide better service to customers.

Human Resource Management Approach

All organizations often face various problems in their operations and activities. There are several approaches to solving this problem, depending on the development. Although this new approach shows progress in overcoming this problem, there are still business leaders who still use the old approach. According to Hasibuan (2020:17) , there are three main approaches in human resource management.

Mechanical Approach (Classical) The mechanical approach considers labor as a production factor like other materials and tools. In this approach, business leaders tend to pressure workers with a minimum wage to reduce production costs. The main focus is to find labor at low costs and maximize production in the most efficient way.

Paternalism Approach (Paternalism)

This approach appeared with the emergence of a more independent mindset of workers. When workers began to leave their dependence on management, company leaders tried to pay more attention to their employees, including offering protection and kindness and preventing them from seeking help from outside. The paternalistic approach began to disappear in the 1930s.

The Social System Approach (Human Relations), This approach emerged due to the increasing complexity of human resource management. Business leaders began to realize the importance of social factors in problem solving. This approach solves any problem by considering the work environment and finding solutions that benefit all parties involved. , both employees and employers, while minimizing risk.

CONCLUCION

Effective Human Resource Management (HR) is very important to achieve organizational success. With a strong HR concept and the implementation of good HR functions, organizations can have a positive impact on employees and the entire organization. Therefore, it is important for organizations to manage HR strategically in order to create sustainable added value. Further research can explore how technology and new approaches in HR management can improve the efficiency and effectiveness of HR management in the future.

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