



The Role of the Secretariat of the Regional House of Representatives in the Implementation of the Duties and Functions of the Regional House of Representatives of Situbondo Regency

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Abstract. This study aims to describe and analyze the role of the Secretariat of the Regional House of Representatives and the factors that affect the role of the Secretariat of the Regional House of Representatives in the implementation of the duties and functions of the Regional House of Representatives of Situbondo Regency. The data analysis technique in the study uses a technique developed by McNabb (2002), namely Grouping the data according to key constructs, identifying bases for interpretation, developing generalizations from the data, Testing Alternative interpretations and Forming and/or refining generalizable theory from case study. The results of the study showed. The Role of the DPRD Secretariat in the Implementation of Secretariat Administration and Financial Administration. The role of the Situbondo Regency DPRD Secretariat in the formulation of Regional Regulations that can control political dynamics. The Secretariat of the Regency DPRD carries out its role in providing facilitation for the running of the session or meeting. The role of the DPRD Secretariat is to provide and coordinate the experts needed by the DPRD in carrying out its functions according to needs. The Secretariat of the Situbondo Regency DPRD facilitates all the needs and needs of DPRD Members in carrying out their functions: one of them is in the field of Legislation. Factors that affect the role of the Secretariat of the House of Representatives include leadership factors. The leader or head of the SKPD of the Secretariat of the Situbondo Regency DPRD in leading and carrying out service activities, applying an instructional, consultative and participatory leadership style. The discipline factor is a factor that affects the success or becomes a factor that hinders the role of the Situbondo Regency DPRD Secretariat. The discipline factor applied in the DPRD Secretariat is in the form of accuracy and responsibility in carrying out secretarial duties. The human resources owned by the Secretariat have been very supportive, both work experience and the number of employees. The available human resources will certainly affect the organization such as services and improving the performance of the Situbondo Regency DPRD Secretariat

Keywords: Role, Secretariat, Regional House of Representatives.

1. INTRODUCTION

The 1945 Constitution of the Republic of Indonesia mandates that the Unitary State of the Republic of Indonesia is a state with people's sovereignty which in its implementation adheres to the principle of populism led by wisdom in deliberation and representation. In order to implement people's sovereignty based on the people's leadership led by wisdom in deliberation/representation, it is necessary to realize people's consultative institutions, people's representative institutions, and regional people's representative institutions that are able to fight for democratic values and can absorb and fight for the aspirations of the people, including regional interests, in accordance with the demands of the development of national and state life.

A good democratic life in the implementation of local government, it is necessary to realize the regional people's representative institution (DPRD) as the organizer of local

government together with the local government so that it is able to regulate and manage government affairs and the interests of the community based on the aspirations of the people within the framework of the Unitary State of the Republic of Indonesia (General Explanation of Law Number 27 of 2009).

In this regard, it has been enforced in Government Regulation Number 12 of 2018 concerning General Guidelines for the Preparation of DPRD Regulations and DPRD Rules, that the DPRD is a regional people's representative institution and is positioned as an element of local government organizers, which has three functions, namely: (1) the function of legislation, which is manifested in forming regional regulations together with regional heads; (2) the budget function, which is manifested in discussing and approving the draft regional revenue and expenditure budget (APBD); and (3) the supervisory function, which is realized in supervising the implementation of regional regulations and the APBD.

The Regional People's Representative Council (DPRD) is an institution that is the foundation for fighting for the interests of the local community at large and is a people's representative institution that carries out the functions of local government as a partner with the local government. In the structure of local government, the DPRD exists at two levels, namely at the provincial level and at the Regency/City level

Miriam Budiarjo (2005) said that the DPRD is a legislative institution or makes regulations, the laws and regulations that it makes reflect these policies. The DPRD can be said to be a body that makes decisions concerning the public interest. Fuad (2000) interpreted the DPRD as an institution that is the foundation to fight for the interests of the local community. Some of these understandings can be concluded that the DPRD is an institution of people's representatives in the regions and as one of the elements of local government organizers who are in charge of making regional regulations and accommodating the aspirations of the local communities they represent.

In the implementation of the Regency Regional Government, in accordance with the provisions of the Regency DPRD Legislation, it has a function, namely the Formation of Regency Regional Regulations, budget functions and supervisory functions. He carried out these three functions as his main task as a people's representative. In the context of representing the people in the Regency Region, the DPRD should work in accordance with the needs and interests of the people, so that a regional policy or regulation is created which is the result of the selection of people's aspirations.

The elaboration of the three functions carried out by the Regency DPRD is formulated in the duties and authorities of the DPRD in Law Number 23 of 2014, in Article 154 paragraph

(1) that the Regency DPRD has the following duties and authorities: (a) forming the Regency/City Regulation together with the regent/mayor; (b) discuss and give approval to the draft Regional Regulation regarding the district/city APBD submitted by the regent/mayor; and (c) carry out supervision of the implementation of the district/city Regional Regulation and Regional Budget (d) carry out other duties and authorities regulated in the provisions of laws and regulations.

A large and complex organization is impossible for members to work alone in carrying out their duties and functions, to be able to help carry out the duties and functions of the DPRD, so the DPRD Secretariat was formed. As mandated in Law Number 23 of 2014 concerning Regional Government and then emphasized in Government Regulation Number 41 of 2007 concerning Regional Apparatus Organization, that the DPRD Secretariat is a "regional apparatus" which is an element of "administrative services" to the DPRD, which includes the implementation of the administration of the DPRD secretariat, the implementation of the financial administration of the DPRD, supporting the implementation of the duties and functions of the DPRD as well as the provision and coordination of experts needed by the DPRD. According to the provisions of Government Regulation Number 41 of 2007 concerning the Establishment of Regional Organizations and Apparatus, it is regulated by the Situbondo Regent Regulation Number 16 of 2022 concerning the Organization and Work Procedures of the Regional Secretariat of Situbondo Regency and the Secretariat of the Regional People's Representative Council of Situbondo Regency

According to Law No. 23 of 2014 concerning Regional Government Article 215 paragraphs (1), (2) and (3) the Secretariat of the DPRD is led by a Secretary of the Regency DPRD who is appointed and dismissed by the Regent Decree with the approval of the Regency DPRD Leader after consulting with the Faction Leader and technically is operationally under and responsible to the DPRD Leader and administratively responsible to the Governor/Regent through the regional secretary. The Secretariat of the Situbondo Regency DPRD has the main task, namely to carry out the administration of secretariat and finance, support the implementation of the duties and functions of the DPRD and provide and coordinate the experts needed by the DPRD in accordance with the regional financial capabilities.

The Secretariat of the Situbondo Regency DPRD in accordance with its vision and mission has an important role in supporting the implementation of the main functions and tasks of the Situbondo Regency DPRD by carrying out optimally in order to facilitate the activities of the Situbondo Regency DPRD and provide administrative and financial support needed by the Situbondo Regency DPRD in accordance with laws and regulations. In order to support its

roles, duties and responsibilities, the ability of the DPRD Secretariat and its staff is one of the important elements in order to increase the accountability of the DPRD's performance. The role carried out by the Secretariat of the Situbondo Regency DPRD is inseparable from the resources owned, especially human resources who carry out all main task activities. The Secretariat of the Situbondo Regency DPRD only has 23 ASN consisting of 1 DPRD Secretary, 4 section heads, 4 Subdivision Heads and 14 Staff. The Human Resources owned by the Secretariat of the Situbondo Regency DPRD based on the level of education are still lacking considering that the main task of the Regional Secretary is to provide and coordinate the experts needed by the DPRD. This means that there are still some staff who have a lack of education in supporting service activities.

Based on the level of education, it can be known that the ranks of human resources as the executors of the main tasks and functions of the Situbondo Regency DPRD Secretariat based on the number are still minimal where the implementing staff owned by the Situbondo Regency DPRD Secretariat only amounts to 14 employees which is not proportional to the number of DPRD Members who must be served, while the duties of each section are quite broad, so that the role carried out by the Situbondo Regency DPRD Secretariat as executors in carrying out daily service operations are still lacking. Based on the classification of education, there are still three employees with high school education on the implementing staff. This will have an impact on the less optimal role of the Situbondo Regency DPRD Secretariat in the Implementation of the Duties and Functions of the Situbondo Regency Regional People's Representative Council.

According to the data obtained by the author from the Administration Sub-Division, there are still several things that show that the role of the Situbondo Regency DPRD Secretariat in the implementation of the duties and functions of the DPRD has not been optimal. This can be shown by several problems that arise related to the main tasks and functions in the implementation of services, including 1) Not all Regional Apparatus Organizations Proposing the Raperda have NA as proposed 2) the role of experts in assisting the DPRD in carrying out their duties has not been maximized, 3) the Human Resources of the Regional Secretariat Staff are not in accordance with Tupoksi, 4) there is no special space for libraries and archives 5) lack of facilities and infrastructure supporting the activities of the DPRD.

In the implementation of the duties and functions of the Situbondo Regency DPRD Secretariat is still not optimal, based on the Performance Indicator of the achievement of the Community Satisfaction Index (IKM) is only 82.54 %, the achievement of the Value of the Government Agency Performance Accountability System (SAKIP) reaches 80.87%. The less

optimal role of the secretary is due to the lack of understanding or differences of opinion between the secretary and the DPRD members. Some of the differences of views that occurred include differences of understanding between the DPRD and the Secretary regarding the budget, in essence the council's budget is planned according to the DPRD's annual work plan, but the existing budget takes into account the capabilities of the regions, so that each agency is given a budget ceiling. The budget ceiling is not enough for the budget needed by the DPRD, so there is a difference of understanding where the council considers the Secretary to be unable to accommodate the needs of the council. In fact, the secretary has two footholds, on the one hand as an institution under the auspices of the local government and on the other hand according to the tupoxy of providing services to the DPR. There are problems in the trial section, from the annual Work Plan that has been broken down to the monthly plan, usually the council asks for it not in accordance with the plan, for example in July there are activities to visit outside the region within the province but the council asks for visits outside the area outside the province.

Based on the description above, the author is interested in knowing how the role of the DPRD Secretariat in carrying out its duties as a Regional Apparatus as mandated in the Law in supporting the duties and functions of the DPRD. Therefore, it is necessary to conduct further research with the aim of describing and analyzing the role of the Secretariat of the Regional House of Representatives in the implementation of the duties and functions of the Regional House of Representatives of Situbondo Regency as well as what factors affect the role of the Secretariat of the Regional House of Representatives in the implementation of the duties and functions of the Regional House of Representatives of Situbondo Regency.

2. THEORETICAL STUDIES

The word role actually shows the activities that a person does to do a community group. If a person does not do anything in a group, then he does not exercise his rights and obligations as a member of the group in the organization. Role is a system of rules that contain standards of behavior, in a certain position in society, positions that can belong to individuals or groups. A person who has a role is called a role occupant and his behavior is a role occupant, which can be adjusted or may be contrary to what is specified in the rules. It is also said that the role holder is the subject of the law (Soekanto, 2002).

Furthermore, according to Komarudin (2004) about the concept of Role which is expressed as follows: 1). Part of the main tasks that must be carried out by management. 2). The pattern of behavior that is expected to accompany a status. 3). Part of a function or a person

in a group or institution. 4). The function that is expected of a person or be a characteristic that exists in him. 5). The function of each variable in a cause-and-effect relationship.

The role of the government apparatus is optimal and deep in order to build society, therefore the role of the government apparatus referred to by Yusuf (2014) is:

a. The government as a regulator

The government as a regulator means that the government as the implementer and mobilizer of the community must prepare a direction to balance the implementation of development, by preparing and establishing regulations for the community in order to increase effectiveness for orderly development and development. The government as a regulator provides a basic reference that is then understood by the general public as a form of direction to regulate matters related to the implementation of community empowerment activities.

b. Government as a dynamizer

The role of the government as a dynamizer is to arouse community participation if problems arise in the development process to advance and maintain the dynamics of regional development. The government plays a role in providing guidance and direction that is intensive and effective to the community. The role of the government as a dynamizer functions to provide effective and comprehensive guidance and direction to the community regardless of differences or social strata in society.

c. Government as a facilitator

The role of the government as a facilitator is to create conducive conditions for development implementers or to play a role in connecting the interests of the government to the community and vice versa in terms of optimizing regional development activities. As a facilitator, the government must be an agent that is able to create and provide facilities that are in accordance with the needs of the community with safe, comfortable and orderly conditions

Regional Government is the implementation of government affairs by the Regional Government and the Regional People's Representative Council (DPRD) according to the principle of autonomy and assistance duties with the principle of autonomy as widely as possible in the system and principles of the Unitary State of the Republic of Indonesia as referred to in the Constitution of the Republic of Indonesia in 1945. Regional Governments in Indonesia consist of Provincial Regional Governments and Regional People's Representative Councils (DPRD) assisted by Regional Apparatus.

Provincial and district/city Regional Government Organizers consist of regional heads and the DPRD is assisted by the Regional Apparatus. In organizing the government, the Regional Government is guided by the principles of state government administration which

consists of: legal certainty, orderly state administrators, public interest, openness, proportionality, professionalism, accountability, efficiency, effectiveness, and justice.

The administration of government is a series of activities carried out by the government in order to carry out its functions as stated in state legislation. The government's mission to advance people's lives (through service, empowerment, and development) can only be carried out and achieved if an effective, efficient, and innovative management system mechanism takes place in its own organization. Loyalty to the mission requires government organizations to give their apparatus the flexibility to use the best methods they develop themselves (Rasyid, 2002)

The government holds responsibility for the interests of the people. Furthermore, Ndraha (2002) also said that the government is all the burden that produces, distributes, or sells tools to meet the needs of the community in the form of public services and civil services. In line with that, the government's task is to serve and regulate the community. The task of service emphasizes efforts to prioritize the public interest, facilitate public affairs and provide satisfaction to the public, while the task of regulating emphasizes the power inherent in the position of bureaucratic positions.

Regional Government is the implementation of government affairs by local governments and DPRD according to the principle of autonomy and assistance duties with the principle of autonomy as widely as possible in the system and principles of the Unitary State of the Republic of Indonesia as referred to in the Constitution of the Republic of Indonesia in 1945. The Regional People's Representative Council, hereinafter abbreviated as DPRD, is a regional people's representative institution that is positioned as an element of the Regional Government (Law Number 23 of 2014).

The DPRD Secretariat is one of the work units within the Regional Government that has the function of organizing secretariat administration, financial administration, supporting the implementation of the duties and functions of the DPRD, and providing and coordinating the experts needed by the DPRD in accordance with the regional financial capabilities. The DPRD Secretariat is led by the Secretary of the Council. The secretary of the council is technically under and responsible to the Leadership of the DPRD and administratively responsible to the Governor/Regent through the regional secretary.

3. RESEARCH METHODS

Based on the goal to be achieved in the research, which is to be able to describe and analyze the results of the research in a complete and in-depth manner, the type of research used is qualitative research. Data collection techniques in this study include: Interviews,

Observations, Documentation and literature studies. The informants in the study included the Secretariat of the Situbondo Regency DPRD: Secretary of the Council (1 person), Head of Section/Subdivision (4 people). The data analysis technique in the study uses techniques developed by McNabb (2002), namely Grouping the data according to key constructs, Identifying bases for interpretation, Developing generalizations from the data, Testing Alternative interpretations and Forming and/or refining generalizable theory from case study.

4. RESULTS AND DISCUSSION

a. The Role of the Secretariat of the Regional House of Representatives in the Implementation of the Duties and Functions of the Regional House of Representatives

The role of the DPRD Secretariat in the Implementation of Secretariat Administration and Financial Administration can be seen from 3 aspects, namely planning, implementation and accountability. Planning is defined as the process of setting goals and deciding how they can be achieved. The plan includes the resources needed, the tasks completed, the actions taken and the schedule followed by the policies issued by the local government to achieve the goals in the implementation of secretariat administration and financial administration at the DPRD Secretariat, so there is a need for planning formulation from the DPRD Secretariat. Planning plays an important role in efforts to achieve the goals set in an organization.

Meanwhile, on the other hand, the target is a benchmark for realization that should be achieved in the realization of activities at the DPRD Secretariat. What is meant here are the stages or processes of determining targets to be achieved in one fiscal year, starting from January 1 to December 31. As the implementer of supporting elements in the DPRD, the DPRD Secretariat prepares activity targets by taking into account each type of activity carried out by the Situbondo Regency Regional People's Representative Council. It is hoped that with this there will be synchronization between the activities planned by the DPRD in 1 year and the target of realization of activities at the DPRD Secretariat. Furthermore, after an analysis of the target, a Budget Policy Plan and a Budget Implementation List of the DPRD Secretariat were prepared in which activity targets and budgets that were considered rational to be achieved in one budget year had been determined. For this reason, the budget target that has been set is highly dependent on the realization of DPRD activities so that it can be said that the DPRD Secretariat can achieve its target if the DPRD can carry out activities in accordance with the Work Plan that has been set.

Planning in terms of determining targets always refers to the number of activities planned by the DPRD. Therefore, the synchronization between the

Situbondo Regency Regional Legislation Program and the activities to be carried out by the DPRD and the targets planned by the DPRD Secretariat must be directly proportional. The synchronization of these three things greatly determines the success of the DPRD Secretariat in carrying out secretarial and financial administration administrative tasks.

In supporting the function and effectiveness of the implementation of the duties and authorities carried out by the Situbondo Regency DPRD, at the beginning of the term of office of the DPRD the Situbondo Regency Regional People's Representative Council was formed. The formation of the Council Fittings or commonly called AKD through the highest forum in decision-making, namely the Plenary of the Situbondo Regency DPRD. The results of the Plenary Meeting were outlined in the Decree of the Situbondo Regency Regional House of Representatives. Interpreting these provisions, the Secretary of the Situbondo Regency DPRD followed up by assigning staff who are specifically and designed to assist the smooth implementation of the tasks of the Council Fittings that have been formed.

The Regional People's Representative Council is given the authority in accordance with the provisions of laws and regulations to submit a proposal for a Draft Regional Regulation. In proposing the Draft Regional Regulation or commonly called the Regional Regulation proposed initiative, the Situbondo Regency DPRD has made a mechanism/stage that must be passed to propose the initiative Ranperda.

The role of the Situbondo Regency DPRD Secretariat in the formulation of Regional Regulations that can control political dynamics is that after the receipt of a letter from the Situbondo Regency DPRD, the Regency DPRD Secretariat carries out its role in providing facilitation for the running of sessions or meetings. Then the Secretariat of the Situbondo Regency DPRD prepares and collects the materials needed for the proceedings or meetings, prepares facilities and infrastructure for meetings or hearings such as preparing meeting places or hearings, prepares the provision of DPRD Fittings experts, one of which is the Commission. The commission in the Situbondo Regency DPRD itself has 4 commissions, namely Commission A, Commission B, Commission C, and Commission D, then there is a special committee that discusses the Raperda. This is the role of the Secretariat of the Situbondo Regency DPRD

In every session or meeting that discusses regional legal products, members of the Situbondo Regency DPRD are assisted by Expert Groups/Expert Teams, and experts and staff of the Situbondo Regency DPRD Secretariat. Where the Secretary himself plays a role in providing the experts needed in the session or meeting. In accordance with Article 215 paragraph (2) of Law 23 of 2014 concerning Regional Government, it is stated that 'the

Secretary of the DPRD has the Task of Providing and Coordinating the Experts needed by the DPRD in Carrying out its Functions in accordance with the needs of the.

The DPRD entered a new era with the enactment of Law 23 of 2014 concerning Regional Government and Government Regulation Number 16 of 2010 Article 117 paragraph (5) which provides "allotments" of experts, expert groups, and expert teams to the DPRD. It has long been realized that the DPRD should have an "advisor" as well as a "companion" in carrying out its function as a representative of the people (voters). However, it is only in these two Regulations that this is explicitly stated. Experts in Article 34 of Government Regulation Number 16 of 2010 states that each faction in the DPRD is assisted by 1 (one) expert. Furthermore, Expert Groups and Expert Teams" Article 117 paragraph (1) and paragraph (2) of Government Regulation Number 16 of 2010 states that (1) In order to carry out the duties and authorities of the DPRD, an expert group or expert team is formed and (2) The expert group or expert team is at most in accordance with the number of DPRD fittings.

The findings of the study show that most of the Expert Team/Expert Group of the Situbondo Regency DPRD have the background of Academics and Practitioners. The basic knowledge possessed by most of the legal sciences. The existence of the Expert Team / Expert Group of the Situbondo Regency DPRD is very helpful in the Implementation of Duties, especially in the Discussion of the Draft Regional Regulation. Most of the DPRD Expert groups with legal backgrounds are caused by the need for the Situbondo Regency DPRD related to legal considerations is greater than other aspects. In addition, the products produced by the DPRD for the implementation of its functions, namely the Regional Regulation as a product of regional law.

Experts and Expert Teams/Expert Groups in meetings or hearings conducted by the DPRD have an enting role in supporting the smooth continuation of the duties and functions of the Situbondo Regency DPRD. This is because the considerations produced by the Expert will determine the direction of the policy in accordance with the academic field owned by the Expert. In coordinating the formulation of the draft regulation itself, the Secretariat of the Situbondo Regency DPRD plays a role in presenting the proposing executive of the draft regulation, where the proposing executive is an agency related to the draft regulation to be discussed.

In supporting the duties and functions of the Situbondo Regency DPRD, the Secretariat of the Situbondo Regency DPRD facilitates all the needs and needs of DPRD Members in carrying out their functions: one of them is in the field of Legislation. The Secretariat of the Situbondo Regency DPRD provides facilities for the Situbondo Regency DPRD so that the

plenary session runs smoothly, communication with the Regent or Situbondo Regency Government (Pemkab) can run well, so that it will produce outputs in accordance with the common goal.

b. Factors affecting the role of the Secretariat of the Regional House of Representatives in the implementation of the duties and functions of the Regional House of Representatives of Situbondo Regency

Based on the results of the research, the success of the DPRD Secretariat in the implementation of the local government of Situbondo Regency is inseparable from several influencing factors. These factors include leadership, discipline and resource quality. These factors are supporting factors and inhibiting factors in carrying out their duties as regional apparatus and supporting the DPRD as the Organizer of the Situbondo Regency Regional Government.

1) Leadership

Leadership factors are factors that can affect success or become a factor that hinders the performance of the government bureaucracy in providing services to local governments. The leadership factors applied in this secretariat are in the form of the application of the Secretary's leadership style in carrying out the instructional, consultative, and participatory style. The application of leadership style as a factor that affects the role of the Secretariat of the Situbondo Regency DPRD in reality, which is optimally applied to the leadership style possessed by the Secretary in leading his subordinates, has a great influence on the performance of his staff. The reality that can be seen is that the leadership style of the Secretary in the form of instruction, consultative and participatory has been carried out optimally by the apparatus in providing the best service to the Situbondo Regency Regional Government Organizer, namely the DPRD. Therefore, a well-actualized leadership style can of course affect the role of the DPRD Secretariat in carrying out its duties as a regional apparatus.

The leader or head of the SKPD of the Secretariat of the Situbondo Regency DPRD in leading and carrying out service activities, applying an instructional, consultative and participatory leadership style. Then giving orders to the staff to provide the best service that is responsible, the Secretary often consults with subordinates in making decisions, so that everyone in this organization really synergizes with each other.

The Secretary as a leader has applied the leadership factor as a factor that can affect the Situbondo Regency DPRD secretariat in the implementation of services. Such as leadership styles in the form of instructions, consultations, and participation can be carried out properly

by the State Civil Apparatus in the Secretariat, thus affecting the realization of service optimization.

According to Thoha (2005), the characteristics of leadership styles that affect bureaucratic behavior are determined by the style of instruction, consultation, and participation. This indicates that changes in bureaucratic behavior are determined by the leadership style of a leader who can direct, move and influence his subordinates to have good or bad bureaucratic behavior. Therefore, the leadership style must be oriented towards leaders who can rule, who are always consulted in making policy decisions, always participate with subordinates in their work and can maximize their leadership form in order to guide and educate their subordinates so that they can develop quality services.

2) **Discipline**

The discipline factor is a factor that affects the success or is an inhibiting factor in the role of the Situbondo Regency DPRD Secretariat in providing services to the Situbondo Regency DPRD. The discipline factor applied in the DPRD Secretariat is in the form of accuracy and responsibility in carrying out secretarial duties. The application of Discipline as a factor that affects the role of the DPRD Secretariat in reality is still not optimally applied for the competencies shown by the staff in serving secretarial duties, it still needs to be improved in order to be able to carry out services according to the level of competence possessed by each employee.

The reality that it can be seen that the lack of maximum staff performance in accurately completing tasks such as in helping to serve the DPRD in Meetings is not entirely the fault of the employees in the Secretariat of the DPRD of Situbondo Regency, it can also be due to the lack of good communication between the members of the Council and the Staff, then in carrying out their functions, responsibility is very necessary to be carried out because with so many Secretariat tasks such as examples of staff assistance during sessions and after the session to make a report of the session that must be completed as soon as possible so that the DPRD can carry out its legislative functions can be carried out efficiently and effectively with a high responsibility from the staff to be agile in helping the DPRD. This is what causes the factor of apparatus discipline as a factor that affects the Role of the DPRD Secretariat in Assisting the duties and functions of the DPRD as a partner of the Regency Government as an effective and efficient implementation of the Situbondo Regency Regional Government.

This means that the discipline factor owned by the Situbondo Regency DPRD Secretariat employees is quite good in terms of knowledge, and attitude of mastery of work, but in terms of discipline or responsibility is still lacking, therefore it is necessary to improve clear

communication between legislative members and Secretariat staff so that all agendas run as well as possible. This conclusion is strengthened by the theory of behavior put forward by Thoha (2005) that every individual has regular behavioral characteristics that are manifested in care, discipline and responsibility. These individual characteristics are needed in providing reinforcement to the apparatus, the bureaucracy and the government itself.

3) Human Resources

The role of a Regional Apparatus Organization also requires quality human resources. One of the indicators of quality human resources is the level of education, experience and skills of quality human resources. With high education along with good experience and skills, they will be able to help in completing tasks, especially in their role as supporting the duties and functions of the council.

The quality of human resources is also determined by the working period, because with a longer working period, both the State Civil Apparatus in the DPRD Secretariat and the legislature have certainly been experienced in facing and solving government problems, especially in the formation of Regional Regulations. In the process of forming / making Regional Regulations. Human Resources is one of the influencing factors in the making of Regional Regulations. The shortage of human resources in general is not caused by a lack of quantity, but in terms of quality related to tasks. It is known that the quality of human resources can also make the work of the Council lighter in the formation of regional regulations. Because the role of the Secretariat is also the provision and coordination of experts needed by the Situbondo Regency DPRD. Because experienced and skilled human resources are quite adequate in the Secretariat is also one of the keys to the DPRD being able to work well because the staff can accompany members as desired. The competencies manifested in a person's education and experience affect the quality of his work.

The human resources owned by the Secretariat have been very supportive, both work experience and the number of employees. The available human resources will certainly affect the organization such as services and improving the performance of the Situbondo Regency DPRD Secretariat.

5. CONCLUSION

The role of the Situbondo Regency DPRD Secretariat in the implementation of the duties and functions of the DPRD, plays a role in facilitating all the needs and needs of DPRD members in carrying out their functions. The role of the DPRD Secretariat in the Implementation of Secretariat Administration and Financial Administration can be seen from

3 aspects, namely planning, implementation and accountability. The role of the Situbondo Regency DPRD Secretariat in the formulation of Regional Regulations that can control political dynamics, the Regency DPRD Secretariat carries out its role in providing facilitation for the running of sessions or meetings. The role of the DPRD Secretariat is to provide and coordinate the experts needed by the DPRD in carrying out its functions according to needs. In supporting the duties and functions of the Situbondo Regency DPRD, the Secretariat of the Situbondo Regency DPRD facilitates all the needs and needs of DPRD Members in carrying out their functions: one of them is in the field of Legislation. The Secretariat of the Situbondo Regency DPRD provides facilities for the Situbondo Regency DPRD so that the plenary session runs smoothly, communication with the Regent or Situbondo Regency Government (Pemkab) can run well, so that it will produce outputs in accordance with the common goal.

Factors that affect the role of the Secretariat of the House of Representatives include leadership factors. The leader or head of the SKPD of the Secretariat of the Situbondo Regency DPRD in leading and carrying out service activities, applying an instructional, consultative and participatory leadership style. The discipline factor is a factor that affects the success or is an inhibiting factor in the role of the Situbondo Regency DPRD Secretariat in providing services to the Situbondo Regency DPRD. The discipline factor applied in the DPRD Secretariat is in the form of accuracy and responsibility in carrying out secretarial duties. The human resources owned by the Secretariat have been very supportive, both work experience and the number of employees. The available human resources will certainly affect the organization such as services and improving the performance of the Situbondo Regency DPRD Secretariat.

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