JOB ANALYSIS FOR PERSONS WITH DISABILITIES IN STATE CIVIL APPARATUS NEEDS PLANNING

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ABSTRACT

As a form of respect and fulfillment of the rights of persons with disabilities in working, the Government issued an affirmation policy by opening the formation of persons with disabilities as the *Aparatur Sipil Negara*-ASN (State Civil Apparatus). In the implementation of ASN recruitment, there are several problems faced, including the formation of persons with disabilities that are not filled and requirements that have not accommodated the interests of persons with disabilities. One problem is the non-fulfillment of the formation, or the tan caused by the job analysis. This study aims to describe the process of job analysis for persons with disabilities in the recruitment and selection of ASN with a type of narrative descriptive research. Data collection was carried out through interviews with informants from the Ministry of State Apparatus Empowerment and Bureaucratic Reform, the State Civil Service Agency, the Ministry of Social Affairs and Australia Indonesia Disability Research Advocacy Network and document studies by reviewing the literature on job analysis for persons with disabilities and regulations related to job analysis. The results showed that the process of analyzing job analysis of jobs in the context of planning ASN needs as stipulated in the *Peraturan Menteri Pemberdayaan Aparatur Negara dan Reformasi Birokrasi Nomor 1 Tahun 2020* concerning Job analysis and Workload Analysis does not specifically regulate for persons with disabilities. The availability of facilities and the lack of a comprehensive understanding of the issue of inclusivity in the fulfillment of the right to work for persons with disabilities are factors in the emergence of job requirements that are not accommodating to all kinds of disabilities. The provision of accessibility and decent accommodation has not been a major concern in the preparation of the ASN job analysis.

Keywords: *job analysis, person with disabilities, planning*

A. INTRODUCTION

World Health Organization (2015) states that globally, there is more than 1 billion of the world's population with disabilities, or about 15% of the total population in the world. This means that about 1 in 7 people in the population

suffer from disabilities. Between 110 million and 190 million adult residents experience significant functional difficulties. It is estimated that around 93 million children or 1 in 20 under the age of 15 live with intermediate or severe disabilities. Meanwhile, an estimated 10% of Indonesian's population (24 million) are people with disabilities.

Persons with disabilities as referred to by Susiana & Wardah (2019) and WHO (2015) are considered a vulnerable group to discriminatory treatment, such as limited employment opportunities in certain types of work, a hard-to-access work environment, and a lack of public trust. Stigma from society makes people with disabilities feel underestimated and underestimated. Persons with disabilities are only seen as beneficiaries of a program, not involved in the process of planning, and implementing the program (Afriany & Hakim, 2018). According to Benoit *et. al* (2013) stigma is a significant barrier to access to employment for people with disabilities.

In addition to stigma, a person's disability condition also affects job opportunities. Mavromaras *et. al* (2007) revealed that disability conditions reduce a person's chances of working by 17.6%. In Indonesia, people with mild disabilities could work at 64.9% while people with severe disabilities have less than 10% employment opportunities (Adioetomo *et. al*, 2014). Halimatussadiah *et. al* (2017) stated that the participation of persons with disabilities in the world of work was only 56.72% for people with mild disabilities and 20.27% for people with severe disabilities. The participation rate is well below the nondisability partisanship which reached 70.40%. As reported by the Central Statistics Agency (2020b) that the labor force participation rate of people with disabilities of the population aged 15 years from 2016 to 2019 is still low and the percentage tends to decrease compared to the no disability population.
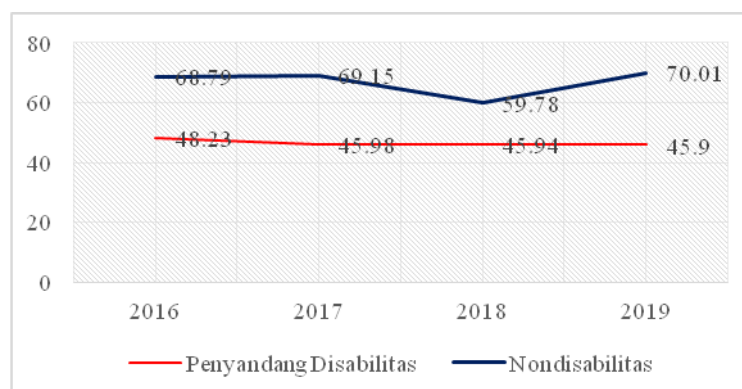

Figure 1: Labor Force Participation Rate of Residents Aged 15 years and over According to Disability Status
(Source: Central Bureau of Statistics, 2020b)

In Indonesia, the guarantee of equality in life and work has been regulated in laws and regulations. In the *Undang-Undang Dasar Republik Indonesia Tahun 1945* (Constitution) Article 27 Paragraph (2) it is stated that every Indonesian citizen has the right to work and a decent livelihood for humanity. Then Article 28 I Paragraph (2) states that everyone has the right to be free from discriminatory

treatment on any basis and is entitled to protection from such discriminatory treatment. In Article 11 letter a of the *Undang-Undang Nomor 8 Tahun 2016* concerning Persons with Disabilities, it is stated that persons with disabilities have the right to obtain work organized by the Government, Local Government, or private without discrimination. The government, local governments, state-owned enterprises, and regional-owned enterprises are required to employ at least 2% of persons with disabilities from the number of existing employees or workers, while the private sector is required to employ at least 1% of persons with disabilities out of the number of employees or workers. However, according to Dewi (2015) the participation of persons with disabilities in the government and private sector is still limited.

Within the framework of civil servant personnel management, in Article 2 letter l of the *Undang-Undang Nomor 5 Tahun 2014* concerning the State Civil Apparatus, it is stated that the implementation of ASN policies and management is based on the principle of justice and equality. The point is that the implementation of the ASN must reflect a sense of fairness and equal opportunity for the function and role of an ASN employee. In addition, Article 51 also states that ASN management is organized based on a merit system based on qualifications, competencies, and performance in a fair and reasonable manner, regardless of political background, race, color, religion, origin, gender, marital status, age, or disability condition.

The government has opened opportunities for persons with disabilities to participate in the recruitment and selection of ASN. As stated by Sambodo, Coordinator of The Development of the Recruitment System and Human Resources Selection of the Apparatus of the Ministry of PAN RB that the approach used is the *Human Rights* approach, meaning all citizens including persons with disabilities have the same right to compete in the selection process (interview dated July 21, 2021). In 2014, the Government has opened opportunities for persons with disabilities to become civil servants coordinated by the Ministry of Social Affairs. In the recruitment and selection of civil servants in 2017, then each Ministry/Institution is required to open a special formation for persons with disabilities and until 2019 the number is significantly increased.

Table: Recruitment and Selection of CPNS Formation of Persons with Disabilities Fiscal Year 201 7-2019

Year	Number of Agencies	Total Formation	Disability Formation	Stages of Selection			CPNS
				Pass Administration	Pass the SKD	Pass the SKB	
2017	45	-	175	384	-	-	84
2018	558	200545	2121	2259	2102	1808	1808
2019	521	150315	2580	1315	837	802	802

(Source: Directorate of Data Processing and Personnel Information State Civil Service Agency, 2021)

However, in the implementation of recruitment and selection, there are still some problems, such as the requirement for a job that does not accommodate all types of various disabilities and excluding the variety of other disabilities, and existing formations are not aligned with the educational qualifications of persons with disabilities. People with disabilities must meet the requirements of being able to see, hear, and speak well, be able to analyze, convey thoughts, type, and discuss, and able to walk with or without the use of a wheelchair. The Indonesian Association of Persons with Disabilities (PPDI) considers these requirements impossible to meet for deaf, blind, mute, or physical disability groups (www.bbc.com, November 19, 2019).

According to Andayani (2020), although the 2018 and 2019 ASN selection was better than the previous year, most of the formations of persons with disabilities were not met due to the required educational qualifications more scholars. This happened because of the lack of access to education for people with disabilities, in 2017 only 401 students were people with disabilities out of a total of 5.7 million students who pursuing higher education (Afrianty, 2019). In addition to the problem of formation, Muchtar, *et. al* (2020) mentioned the implementation of the *Calon Pegawai Negeri Sipil*-CPNS (Candidates for civil servants) formation of persons with disabilities constrained difference in concepts/perspectives on persons with disabilities and a less participatory planning process. From the age factor itself, people with disabilities need a longer time to study, so they can be bumped into age requirements.

Problems in the recruitment and selection of civil servants from people with disabilities are not new. Previously, Wuri Handayani in 2004 was rejected by the Surabaya City Government to participate in the CPNS selection due to the condition of the disability concerned (www.hukumonline.com, October 5, 2006). Wuri Handayani then filed a lawsuit with the PTUN and continued to the cassation level which later in the judgment rejected the Surabaya city government's appeal. South Solok Local Government case who cancelled the passing of the CPNS test drg. Romi Syofpa Ismael because he was judged not to meet the requirements for physical and spiritual health in the general formation of the CPNS in 2018 (www.bbc.com, July 30, 2019). Muhammad Baihaqi, who suffers from *low vision*, was also asked to withdraw in the third stage of selection because he was considered not to meet the type of disability requirement, namely physical disability. The Regional Personnel Agency of the Central Java Provincial Government stated that it has the right to carry out restrictions according to needs, and on the grounds of inadequate facilities (www.difabel.tempo.co, June 1, 2020). The absence of accessibility and accommodation can hinder the participation of persons with disabilities to meet the potential of persons with disabilities (Hogan *et al.,* 2012).

In line with the above problems, Tsaputra (2020), a researcher at *the Australian Indonesia Disability Research Advocacy Network*, said that the 2% quota policy for people with disabilities is rarely met due to several causal factors, namely first, the formation of jobs offered for people with disabilities is mostly for undergraduates, while the number of people with disabilities who complete higher education are not as many as high school graduates. Secondly, the types of

jobs provided in special formations are many that do not correspond to the educational background of persons with disabilities. Third, accessibility and proper accommodation are only provided on special formations so that persons with disabilities who choose general formations because their education is appropriate experience obstacles. In addition, the determination of job formation for persons with disabilities is based more on the variety of disabilities than the merit factor. The determination of the variety of disabilities that tend to be assumptive and only for mild disabilities is related to the lack of accessibility and proper accommodation in the receiving agency (interview dated June 23, 2020).

The job requirements in the recruitment and selection of ASN are the result of the HR planning process, specifically from the job analysis process. HR planning is called Bulla & Scoch (1994) as a process to ensure and identify the human resource requirements of the organization and the plans in meeting these requirements. In carrying out needs planning, there are activities that are very important in mapping employee needs based on competencies and other characteristics needed according to the job which is referred to as the job *analysis* process. According to Pynes (2004) job analysis is *"a systematic process of collecting data for determining the knowledge, skills, abilities, and other characteristics (KSAOCs) required to successfully perform jobs and make judgements about the nature of a specific job"* (p.145). Job analysis is a systematic process of collecting data to determine competencies and other characteristics needed.

The process of analyzing the job is carried out by collecting specific information by certain methods. The most used methods of job analysis are interviews, questionnaires, observations, diaries, and combined methods (Mondy, 2016). Heron (2005) said that organizations must use a job analysis approach that is appropriate to the conditions of persons with disabilities to increase opportunities and avoid decisions that are exclusion. The stages in the preparation of the job analysis can be considered standard, but the real target is the achievement of equal justice, inclusion, and opportunities for people with disabilities. To run effectively, the authorized official must have knowledge of job analysis related to the condition of the target group. Furthermore, Heron (2005) said that the stages of job analysis consist of five stages, namely the consideration of the agency as a whole, the job to be analyzed, information collection, information recording, and analysis and translation of information.
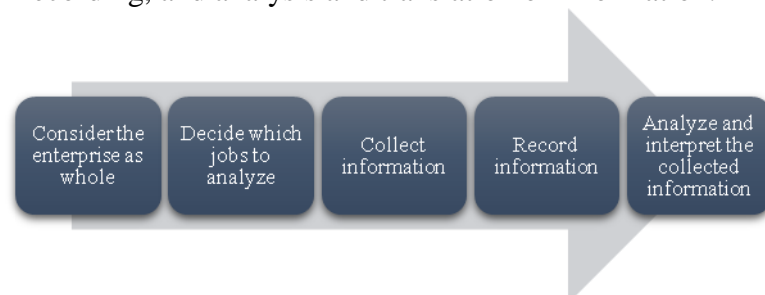

Figure 2: Stages of Job Analysis for Persons with Disabilities
(Source: Heron, 2005)

In the context of human resource planning, the requirements and qualifications of the position are the result of the job title analysis process. The process is carried out by collecting specific information by certain methods. In the process of job analysis for the formation of persons with disabilities, there are no specific guidelines that are used as a basis for the implementation of job analysis except for the *Peraturan Menteri PAN RB Nomor 1 Tahun 2020*. In addition, the process of analysing job for persons with disabilities is also constrained by the number of positions that must be analysed. Understanding inclusive issues and competence of the Job Analysis Team also plays a role in the preparation of job analysis so that the requirements and qualifications of the job set do not exclude persons with disabilities to participate in the ASN selection. Based on these problems, it was deemed necessary to conduct a study on the analysis of positions in the process of planning the needs of ASN for special formations for persons with disabilities.

B. RESEARCH METHODS

This method uses a descriptive method because it seeks to describe symptoms or phenomena, in this case the implementation of job analysis for the formation of persons with disabilities in the planning of ASN needs. The collection of primary data in this study was carried out through interviews with informants while secondary data were obtained through document studies. The informant determination technique is carried out *purposively*, namely parties who are considered to have competence related to the research theme, namely Antoni Tsaputra, civil servant of the Padang City Government, persons with disabilities, Secretary of PPDI Padang and an *Indonesia Disability Research Advocacy Network* researcher; Adi Fauzan, Young Expert Staffing Analyst and Ismail Fahmi, Head of the ASN Needs Planning Subdivision of Central Agencies at the State Civil Service Agency; Katmoko Ari Sambodo, who at that time was the Coordinator of Human Resources Apparatus Planning of the Ministry of State Apparatus Empowerment and Bureaucratic Reform (KemenPAN RB); and Ema Widiati, Coordinator of the Social Rehabilitation Sub-Directorate for Persons with Mental Disabilities of the Ministry of Social Affairs. The data obtained by conducting studies of laws and regulations related to the job analysis of ASN, such as the *Peraturan Menteri PAN RB Nomor 1 Tahun 2020* concerning Job analysis and Workload Analysis. The literature review used is *Job and Work Analysis: Guidelines on Identifying Jobs for Person with Disabilities* by Robert Heron. The data analysis technique in this study is *successive approximation.* This analysis technique begins with a research question with a set of concepts and assumptions then compared with data evidence in the field to confirm how ideal the concept is applied.

C. RESULTS AND DISCUSSION

In the context of HR management, the determination of requirements is carried out during HR planning in which there is a *job analysis* process. This process is carried out before the agency carries out recruitment and selection. The goal is to get employees in accordance with the qualifications and competencies

needed by the organization. As stated by Daly (2012), a good job analysis can help HR practitioners provide a better understanding of the HR qualifications needed to succeed in a job. However, in the context of affirmation of persons with disabilities, the knowledge of HR practitioners and agencies regarding disability itself is very important so that the determination of the requirements of a job for persons with disabilities does not discriminate against persons with disabilities themselves.

The process of job analysis to determine the requirements is carried out based on the *Peraturan Menteri PAN RB Nomor 1 Tahun 2020*. Based on the provisions of Article 1 of the regulation, a job analysis is defined as the process of collecting, recording, processing, and compiling job data into job information. The implementation of job analysis in an agency is carried out by the Job analysis Team formed by the Personnel Development Officer. Both central and regional agencies, job analysis is carried out by the Primary High Leadership Jobs organizational unit in charge of job analysis. The results of the analysis of jobs in government agencies are determined by their respective Personnel Development Officers and submitted to the Minister and Head of the State Civil Service Agency. For local government agencies, the results of the job analysis are also submitted to the Minister of Home Affairs.

According to Heron (2005) in the analysis of jobs for persons with disabilities at least contains the urgency of the job, duties, environment, work conditions, and qualifications. In the *Peraturan Menteri PAN RB Nomor 1 Tahun 2020*, these elements are summarized in the job information. Proses the implementation of the job analysis itself is carried out with the following stages:

1. **Preparation** consists of planning activities for the job analysis process, team formation, notification to organizational units, and submission of job analysis forms. There is no mention in detail of the competence of members of the Job analysis Team who specifically master knowledge about persons with disabilities. In fact, the purpose in preparing a job analysis for persons with disabilities is the achievement of justice, inclusion, and equal opportunities for people with disabilities (Heron, 2005). Therefore, an understanding of the issues of inclusion of persons with disabilities is important for every agency to understand. This level of understanding of inclusion of people with disabilities is what in the future can lead to the problem of discrimination. As Rohman (2018) points out, many employers do not have adequate information about people with disabilities. This knowledge gap was also conveyed by Widiati, Coordinator of the Sub-Directorate of Social Rehabilitation of Persons with Mental Disabilities of the Ministry of Social Affairs:

   ... at that time, it fell to other technical Ministries whether they also understood what the Ministry of Social Affairs and the Ministry of State Apparatus Empowerment and Bureaucratic Reform understood was the same or not. That's what we still need process because each Ministry is also different *streams* of thoughts and ability, meaning that their activities often met people with disabilities it will also affect (interview dated July 6, 2021).

   Such co-conditions can put employers and people with disabilities in difficulties and have negative repercussions in the recruitment process, such as

selection requirements that tend to be discriminatory to limited accessibility and accommodation for applicants with disabilities.

2. **The collection of job data** is carried out by filling out a list of questions, interviews, observations, and references. Data collection is carried out to obtain facts and information from job holders, resource persons, and other data sources such as daily records of job holders, work plans and reports on job implementation, organizational vision and mission, organizational structure, and work procedures as well as other staffing information. Heron (2005) mentioned that in this stage aspects that need to be considered include, among others, the vision and mission of the organization, its products and processes, the size of the organization, organizational culture, the number of people with disabilities who can be accommodated and their work. The Job analysis Team is tasked with collecting relevant information, including actual job duties, essential tasks and equipment used, the time required to work on the task, the urgency of a task, the materials and tools used, procedures, working conditions, work environment, and critical abilities for each task. In addition to this information, analysts should also think about accommodations that make it easier for people with disabilities to work, for example, modification of working hours, adaptation of machines and materials and tools and devices, as well as modifications to the workplace. As explained earlier, often agencies set too high requirements. In addition, the description of the existing job also excludes people with disabilities, such as *"being able to hear well the customers who order food/drinks".* This is certainly a barrier for people with deaf disabilities. Agencies can change the job description with some adaptations and tools so that the work can be done by people with deaf disabilities. However, many government agencies have not provided tools as a means of proper accommodation. Fauzan (2021), Young Expert Staffing Analyst at the State Civil Service Agency Planning Center, said that not all government agencies have provided suitable facilities for persons with disabilities (interview dated July 5, 2021). The collection of data and information can be obtained by interviewing with the leadership regarding the criteria / requirements of a particular job. The Job Analysis Team must be able to convince leaders to provide opportunities as well as decent accommodation and job modifications so that people with disabilities can work. As is known in the *Peraturan Menteri PAN RB Nomor 1 Tahun 2020*, it also contains various kinds of information, including job qualifications, work tools, work environment, and job requirements. The qualification of the job relates to the minimum education requirements to occupy a job. The problem is that the level of education pursued by many people with disabilities does not correspond to the required education. In addition, few people with disabilities pursue higher education. Heron (2005) mentioned that many people with disabilities, especially in developing countries, do not have access to adequate education, often constrained by the management of the education system. As stated by Sambodo (2021), Coordinator of HR Planning Apparatus of the Ministry of State Apparatus Empowerment and Bureaucratic Reform, that there are difficulties in obtaining graduates with disabilities:

…. we are always spinning with data and data related to disability, it should not be the Ministry of Ministry of State Apparatus Empowerment and Bureaucratic Reform that have. The data link may be with the Ministry of Social Affairs or the Ministry of Manpower. That's happens and every day we ask them for data, they also have no data. If we talk about the Ministry of Education and Culture as well as it, it is also difficult to say related to which students then what is the name has the potential for graduates for disabilities they are very difficult (interview dated July 21, 2021).

Tsaputra (2021), said that before the selection is made, it is necessary to map the trend of graduates with disabilities from universities to help plan formations so that then they are not assumptive and many filled formation of persons with disabilities (interview dated June 10, 2021). Regarding the vacancy of applicants for existing formations, the government in this case State Civil Service Agency has conducted an evaluation and both for general and special formations for people with disabilities who are not one of the reasons is that in the area there is no college that provides the appropriate education and is needed by the job. These include for general formation and disability:

... the results of the evaluation in recent years, many formations that were vacant when opened by the CPNS turned out to have no applicants. There are no applicants, one of the reasons is that in the area there are no universities that provide the appropriate education needed by the job (interview dated July 5, 2021).

In addition to educational qualifications, the *Peraturan Menteri PAN RB* also does not specifically discuss work tools for people with disabilities. The Job Analysis team should focus on providing accessibility by providing assistive, adaptive, and accessible technologies (Atkinson & Castro, 2008). The provision of accessibility and proper accommodation is absolutely implemented so that workplace conditions and work devices are not a determining factor for the variety of disabilities in determining the formation of persons with disabilities. It is recognized by State Civil Service Agency that the availability of facilities affects the planning of the formation. Fahmi (2021), Head of the ASN Needs Planning Subdivision of the Central Agency at the State Civil Service Agency ASN Needs Planning Center said that:

...it also actually depends heavily on the facilities in the agency. In general, when we drafted the regulation, it was mentioned that the agency should not list what kind of disability, which should only be the competencies needed for example a computer expert, this expert, and that expert so it is sought not to list what disability it is. So, in principle it is okay in general, but again this really depends on the readiness of the facility in the agency whether it is possible (interview dated June 1, 2021).

The *Peraturan Menteri PAN RB Nomor 1 Tahun 2020* also mentions the work level in job information which includes intelligence ability, verbal talent, numerical, space view, application of form, accuracy, motor coordination, eye, hand, and foot coordination, the ability to distinguish colors and finger dexterity. The *Peraturan Menteri PAN RB* is very relevant, especially regarding the terms of office, but it is unfortunate that none of the provisions in

this regulation address the interests of persons with disabilities. For example, in the requirements for jobs, such as work talent, one of the aspects assessed is motor coordination and finger dexterity which will certainly be discriminatory for people with certain physical disabilities (Tsaputra, Australia Indonesia Disability Research Advocacy Network Researcher interview dated June 10, 2021). In this regard, the analyst goal is to ensure that the physical, intellectual, and sensory attributes needed in the work do not exclude people with disabilities while still paying attention to the specifications of the job. Instead, the emphasis is on providing decent accommodation and accessibility to make it easier for people with disabilities to have the opportunity to participate.

During the collection of information, the Job Analysis Team can conduct interviews with superiors and co-workers in order to provide more detailed information about the duties and actual work. Then people who have worked before or worked for the same position usually have accurate information about what the job is like and specific opinions and assessments of a job, including its positives and negatives. In the context of ASN, the collection of job data can involve persons with disabilities who have become ASN in each agency so as to enrich the knowledge of the members of the Job Analysis Team in compiling a job analysis. Moreover, the Job Analysis Team can explore the needs of accessibility and appropriate accommodation from the experiences of these ASNs. This information assists the analyst in determining the needs of persons with disabilities. If there is a person with a disability who has held this position, the information provided will be more useful. Other methods such as observation can provide a direct description of physical, intellectual, and sensory attributes in carrying out work. Observation can be a means of verifying information previously provided by the informant. Then the Job Analysis Team can practice the physical, intellectual, and sensory activities needed when carrying out a job. This activity can strengthen the observation findings.

3. **Job data processing** consists of activities for preparing job descriptions, job specifications, and preparing job maps. The tasks that have been identified, observation, and analysis are then stored systematically, usually in the form of job specification forms and job descriptions. Increasingly specific information and detail can make it easier to identify the needs of people with disabilities. Things to note when storing information in the job specification and job description, among others, avoid over qualifications that exclude people with disabilities, distinguish between basic (essential) job needs with personal expectations, providing space for people with disabilities to develop their potential, and so on. The information that has been analyzed and has been poured into the form of job specifications and job descriptions can be used to help determine persons with disabilities who will be recruited.

   For example, if there was an implementation of recruitment and selection in 2018, the specification of existing jobs even narrowed the opportunities for people with disabilities. Applicants with disabilities must meet the requirements of being able to see, hear, and speak well, be able to analyze, convey thoughts, type, and discuss, and able to walk with or without the use of

a wheelchair. These requirements are considered impossible to meet for deaf, blind, mute, or deaf people with disabilities and only accommodate minor disabilities. It is good for agencies to focus on the basic functions of the work with a commitment to providing accessibility and decent accommodation so that a person's degree of disability is not used as a basis determination of formation.

The criteria for jobs for persons with disabilities are set out in Article 10 paragraph (7) of the *Peraturan Menteri PAN RB Nomor 27 Tahun 2021* concerning the Procurement of Civil Servants which states that the Government's commitment in the procurement of special needs civil servants with disabilities pays attention to the type of job that can be filled from persons with disabilities with disabilities. Criteria are administrative; is carried out regularly; does not require any special requirements; and/or the work environment does not have a high risk. Then in paragraph (8) the type of job that cannot be filled from persons with disabilities with the criteria for a job whose work is special and specific which requires readiness and physical ability to carry out activities efficiently without causing physical fatigue; requires high and fast mobility; the working time is uncertain; the work situation is specific in disaster management, riots, and fires; its working environment has a high risk. Regarding this provision, Tsaputra (2021) stated that this paragraph limits administrative jobs only to persons with disabilities.

.... Is study has been carried out for the job currently held by the ASN for persons with disabilities in Indonesia. For example, drg. Romy who works as a dentist in a regional health care provider and can work well. Many also work as lecturers and teachers. Is it all administrative work? "The work environment does not have a high risk" needs to be made clear what it looks like. This could have been interpreted by the agency as the condition of a neighboring building that allows wheelchair users to decide to choose those who can go up and down stairs or with minor disabilities only. Whereas the obligation of agencies to provide accessibility and decent accommodation. Finally, the variety of disabilities that are used as the main determining factor (interview on June 22, 2021).

Article 8 also still sees physical condition and ability as the most important thing. The possibility of physical fatigue can be overcome by adjustments to working hours or workload as a form of decent accommodation, the most important thing is that the target work can be completed properly, and the job is indeed in accordance with the expertise of the person in the s. This high and fast mobility is relative, it needs to be clarified again so that it is not multi-interpretative to harm people with disabilities. If accessibility is available, of course mobility is not a problem. This verse and previously showed low expectations towards persons with disabilities and was loaded with ableist views. Meanwhile, in paragraph (9), it is stated that Government Agencies in the procurement of special needs civil servants with disabilities are not allowed to include conditions related to physical limitations and outside the competence of the job so that they are contradictory to the previous two paragraphs.

In Article 6 of the *Peraturan Menteri PAN RB Nomor 29 Tahun 2021* concerning Procurement of Government Employees with Employment Agreements, it is also stated that the requirements for the job chosen must be in accordance with educational qualifications. However, then in Article 21 it is stated that the job applied for must be in accordance with the variety and degree of disability. It is contradictory and assumptive and potentially discriminatory without regard to the important role of providing accessibility and decent accommodation in supporting persons with disabilities to hold jobs elected according to educational qualifications. The variety and degree of disability should be taken into consideration for the provision of accessibility and decent accommodation not to determine the appropriate job for persons with disabilities (Tsaputra, interview dated June 22, 2021).

4. **Job verification**. The results of the job data processing are checked for correctness through re-checking to find out whether there are things that need to be corrected to the job information, such as job identity, job name, job code, job overview, job qualifications, job description, work results, work materials, work tools, responsibilities, authorities, and job requirements. At this stage, the Job analysis Team can involve local disability organizations as well as the *Unit Layanan Disabilitas*-ULD (Employment Disability Service Unit) as stated in Article 8 of the *Peraturan Pemerintah Nomor 60 Tahun 2020* the duties of the Manpower ULD include providing information to the Government, Regional Governments, and private companies regarding the recruitment process, admission, job training, job placements, job continuity, and career development that is fair and non-discriminatory to persons with disabilities, providing assistance to the employer, such as adjustments required in the work environment, fulfillment of decent accommodations, and so on.

D. CONCLUSION

Job analysis in the context of planning ASN needs as stipulated in the *Peraturan Menteri PAN RB Nomor 1 Tahun 2020* concerning Job analysis and Workload Analysis does not specifically regulate for persons with disabilities. The availability of facilities and the lack of a comprehensive understanding of the issue of inclusivity in the fulfillment of the right to work for persons with disabilities are factors in the emergence of job requirements that are not accommodating to all kinds of disabilities. The provision of accessibility and decent accommodation has not been a major concern in the preparation of the ASN job analysis. In addition, the lack of access to education and the small number of graduates with disabilities have also narrowed the opportunities for people with disabilities to gain access to jobs, including in recruitment and ASN selection. In order to analyze and find solutions to these problems, the need for a follow-up study is to analyze the inclusion policy for ASN with disabilities in government agencies, the extent to which government agencies understand and implement the policy.

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