

RINGKASAN

Penelitian ini bertujuan untuk menganalisis pengaruh penerapan Standar Operasional Prosedur (SOP) dan kondisi lingkungan kerja terhadap efektivitas kerja pegawai di Kantor Wilayah Direktorat Jenderal Perbendaharaan Provinsi Jawa Tengah. Efektivitas kerja diukur dengan tiga indikator, yaitu kualitas kerja, kuantitas kerja, dan ketepatan waktu. Pendekatan kuantitatif digunakan dengan pengumpulan data melalui kuesioner terstruktur yang didistribusikan kepada 42 pegawai. Data dianalisis menggunakan regresi linier berganda untuk menguji pengaruh masing-masing variabel independen terhadap dimensi efektivitas kerja. Hasil penelitian menunjukkan bahwa penerapan SOP berpengaruh positif dan signifikan terhadap kualitas, kuantitas, dan ketepatan waktu kerja pegawai. Demikian pula, lingkungan kerja baik fisik maupun nonfisik juga berpengaruh positif signifikan terhadap ketiga indikator efektivitas tersebut. Temuan ini menekankan pentingnya pedoman prosedural yang jelas dan lingkungan kerja yang mendukung dalam meningkatkan kinerja organisasi. Penelitian ini memberikan wawasan praktis bagi lembaga pemerintah untuk memperkuat sistem kerja berbasis SOP serta mengoptimalkan kondisi lingkungan kerja guna meningkatkan produktivitas pegawai dan kualitas layanan.

Kata kunci: Standar Operasional Prosedur, Lingkungan Kerja, Efektivitas Kerja, Kualitas Kerja, Kuantitas Kerja, Ketepatan Waktu.

SUMMARY

This study aims to analyze the influence of the implementation of Standard Operating Procedures (SOPs) and work environment conditions on employee work effectiveness at the Regional Office of the Directorate General of Treasury, Central Java Province. Work effectiveness is measured by three indicators: work quality, quantity, and Punctuality. A quantitative approach was applied with data collection using a structured questionnaire distributed to 42 employees. The data were analyzed using multiple linear regression to test the effect of each independent variable on the dimensions of work effectiveness. The results show that the implementation of SOPs has a positive and significant effect on the quality, quantity, and Punctuality of employee work. Likewise, the work environment both physical and non-physical also has a significant positive effect on all three indicators of effectiveness. These findings emphasize the importance of clear procedural guidelines and a supportive work environment in improving organizational performance. This study provides practical insights for government institutions to reinforce SOP-based work systems and optimize workplace conditions in order to enhance employee productivity and service quality.

Keywords: Standard Operating Procedures, Work Environment, Work Effectiveness, Work Quality, Work Quantity, Punctuality