




**02.**  
**BAB**  
**CHAPTER**



## **PENGURUSAN SUMBER MANUSIA DAN KEWANGAN HUMAN RESOURCE AND FINANCIAL MANAGEMENT**

Bahagian Pentadbiran dan Kewangan telah diberi tanggungjawab untuk merancang, melaksana dan memantau aktiviti pentadbiran am, pengurusan sumber manusia dan pengurusan kewangan. Bahagian ini juga memberi khidmat sokongan kepada semua kakitangan di Ibu Pejabat dan JAS Negeri. Bahagian ini dibahagikan kepada lima (5) seksyen yang utama iaitu Seksyen Pentadbiran dan Inovasi, Seksyen Sumber Manusia, Seksyen Kewangan, Seksyen Pembangunan dan Seksyen Pengurusan Aset.

### **PENTADBIRAN AM**

Pada 2014, Seksyen Pentadbiran dan Inovasi telah menjalankan aktiviti-aktiviti seperti berikut:

- Perhimpunan Bulanan bersama Ketua Pengarah dan kakitangan JAS;
- Lawatan Naziran ke JAS Negeri;
- Kursus Pengurusan Rekod dan Khidmat Nasihat ARKIB;
- Kursus Penghayatan Alam Sekitar (4WD);
- Kursus Pengurusan Dokumen Terperingkat;
- Majlis Jamuan Sambutan Hari Raya Aidilfitri 2014 ;dan
- Majlis Persaraan anggota JAS.

The Administration and Finance Division is responsible for planning, executing and monitoring general administrative activities, human resource and finance management. This Division also provides support services to all personnel at Headquarters as well as all State DOE offices nationwide. This Division is divided into five (5) main sections; namely the Administrative and Innovation Section, Human Resource Section; Finance Section, Development Section; and the Asset Management Section.

### **GENERAL ADMINISTRATION**

In 2014, the Administrative and Innovation Section conducted the following activities:

- Monthly Assembly with the Director General and DOE staff
- Inspection visits to DOE Sabah, Terengganu, Kelantan and Pahang;
- Course on Record Management and Advisory Service from National Archives ;
- Course on Appreciation of the Environment (Using 4WD);
- Organised the Hari Raya Aidilfitri celebration event ; and
- Organised ceremonies for retiring staff of DOE

## KEWANGAN

Pada tahun 2014, jumlah peruntukan yang diterima oleh JAS adalah sebanyak RM 137,631,930.00. Daripada jumlah tersebut, sebanyak RM 123,984,430.00 (90.08%) telah diperuntukkan bagi perbelanjaan mengurus sementara baki sebanyak RM 13,647,500.00 (9.92%) merupakan peruntukan bagi perbelanjaan pembangunan. Prestasi perbelanjaan mengurus dan pembangunan bagi tahun 2014 masing-masing pada tahap 105.24% dan 99.68%.

## PENGURUSAN SUMBER MANUSIA

Jabatan Alam Sekitar telah berjaya menerima Waran Perjawatan baharu berkuatkuasa 1 Mei 2014. Jumlah perjawatan telahpun dikurangkan daripada 1606 kepada 1502. Namun demikian Jabatan Perkhidmatan Awam telah meluluskan lebih banyak jawatan kenaikan pangkat untuk kesinambungan kerjaya warga JAS. Perbandingan perjawatan yang terlibat dengan urusan kenaikan pangkat adalah;

## FINANCE

In 2014, DOE received a total budget allocation of RM137,631,930.00. Of this amount, a sum of RM 123,984,430.00 (90.08%) was allocated for operating expenditure while the remaining RM 13,647,500.00 (18.50%) was for development projects. The expenditure performances for the operational and development budgets were 105.24% and 99.68% respectively.

## HUMAN RESOURCE MANAGEMENT

The Department of Environment received a new Establishment Warrant effective 1<sup>st</sup> May , 2014. The number of posts was reduced from 1606 to 1502. The Public Service Department, however, has instead approved more promotional posts to cater toward the career development of DOE officers. A comparison of promotional personnel positions in 2014 shows a significant increase of such posts.

BIL NO.	JAWATAN POSITION	GREED GRADE	JAWATAN POSITION 2013	JAWATAN POSITION 2014
1	Pegawai Kawalan Alam Sekitar	C52	9	10
2	Pegawai Kawalan Alam Sekitar	C52 / C48	0	16
3	Pegawai Kawalan Alam Sekitar	C44	44	75
4	Penolong Pegawai Kawalan Alam Sekitar	C38	18	33
5	Penolong Jurutera / Penolong Pegawai Kawalan Alam Sekitar	JA36 / C32	0	10
6	Penolong Pegawai Kawalan Alam Sekitar	C32	88	125
7	Penolong Jurutera / Penolong Pegawai Kawalan Alam Sekitar	JA29 / C27	0	22
<b>JUMLAH TOTAL</b>			<b>159</b>	<b>291</b>

## LATIHAN

Pegawai dan kakitangan baru yang dilantik telah diberikan latihan asas yang berkaitan untuk memastikan sistem penyampaian Jabatan dapat dipertingkatkan. Selaras dengan konsep pembelajaran berterusan, semua warga kerja JAS digalakkan untuk mengikuti pelbagai kursus yang dianjurkan oleh JAS dan agensi-agensi berkaitan. Bagi tahun 2014, 95.58% daripada keseluruhan bilangan anggota JAS telah menjalani kursus melebihi 7 hari dengan jayanya.

## KOMPETENSI

Peperiksaan Perkhidmatan untuk tujuan Pengesahan Dalam Perkhidmatan bagi pegawai-pegawai Gred C41 dan C27 diadakan sebanyak 2 kali setahun (Jun dan November). Peperiksaan Kenaikan Pangkat Secara Lantikan (KPSL) diadakan sekali setahun iaitu pada bulan September yang bertujuan untuk meningkatkan kerjaya pegawai-pegawai teknikal di JAS.

## Penghargaan Terhadap Warga Kerja Cemerlang Bagi Tahun 2013

Majlis Anugerah Perkhidmatan Cemerlang Tahun 2013 telah diadakan pada 21 April 2014. Seramai 123 pegawai telahpun diperakukan Anugerah Perkhidmatan Cemerlang untuk tahun 2013.

## PENGURUSAN ASET DAN STOR

Sepanjang tahun 2014, Seksyen Pengurusan Aset telah menjalankan aktiviti-aktiviti seperti berikut:

- Kursus Sistem Pengurusan Aset (SPA);
- Kursus Pengurusan Stor (TPS); dan
- Taklimat Pengurusan Aset & Stor di JAS Negeri.

Pada tahun 2014, Jabatan Alam Sekitar telah selesai melaksanakan penyediaan baki awal aset dan stok untuk Perakaunan Akruan 2015. Jabatan Alam Sekitar juga telah menggunakan sepenuhnya Sistem Pengurusan Aset (SPA) dan Sistem Pengurusan Stor (SPS) secara atas talian di semua pejabat JAS seluruh Malaysia.

## TRAINING

New officers and staff recruited were provided with relevant basic training to ensure that the delivery system of the Department would be further enhanced. In line with the concept of continuous learning, all staff was encouraged to participate in various courses organized by DOE and related agencies. In 2014, 95.58% of the Department's total workforce had successfully underwent an average of more than 7 days of training.

## COMPETENCY

Service Confirmation Examinations for officers of Grades C41 and C27 were held twice a year (June and November). The Promotion Examinations (KPSL) was held in September 2014 to enable technical officers in DOE to further enhance their career development.

## APPRECIATION OF EXCELLENT EMPLOYEES

The 2013 Excellent Service Awards Presentation Ceremony was held on 21st April 2014. A total of 123 officers received this award in recognition of their excellent job performance by the Department.

## ASSETS AND STORE MANAGEMENT

During 2014, the Asset Management Section has conducted the following activities:

- Course on Asset Management (SPA);
- Course on Store Management (TPS);
- Course on Store Asset Management at State DOEs.

In 2014, the Department of Environment has completed the preparation of the opening balances of assets and stocks for Accrual Accounting for 2015. The Department of Environment has also fully utilised the online Asset Management System (SPA) and Store Management System (SPS) at all DOE offices throughout Malaysia.