The Effect of Employee Competence and Archive Management on Work Effectiveness at the State University of Surabaya's Faculty of Social Sciences and Law

Jody Suryanto[1] and Zumrotul Faizah[2]

[1,2] Surabaya State University, Surabaya, Indonesia
lncs@springer.com

Abstract. Every agency wants to be able to achieve maximum results, which can be accomplished by implementing work effectiveness in all tasks performed. Employee Competence and Archive Arrangement have an impact on how well work is done. Employees with good Employee Competence can carry out work effectively based on their abilities. Meanwhile, a neat Archive Arrangement can help you find the documents you need at work. The aim of research is to examine the impact of Employee Competency and Archive Management on Work Effectiveness, as well as the most influential factors influencing Work Effectiveness at the State University of Surabaya's Faculty of Social Sciences and Law. This study takes a quantitative approach, utilizing data analysis techniques such as PLS. Employees from the Office of the Faculty of Social Sciences and Law comprise the research population. Determination of the sample through total sampling, and a total of 39 respondents were obtained. Data collection was carried out using a questionnaire. Employee Competence and Archive Arrangement have a significant positive effect on Work Effectiveness at the Faculty of Social Sciences and Law, State University of Surabaya, according to the study's findings. Furthermore, the Archive Management factor has the greatest influence on Work Effectiveness.

Keywords: Employee Competence, Archive Arrangement, Work Effectiveness

1 Introduction

In carrying out program activities, the social and legal aspects are directed so that it is always efficient and effective in achieving its goals. Order and smoothness in administration are two factors that contribute to the smooth running of the institution goals. Institution, management, relations, staffing, finance, supplies, administration, and representation are the eight components of administration. [1]. Nevertheless, only administration will be revealed in this study because administration includes a job that put the document in a secure location or archive.[1].

Administrative work in an agency or organization is also referred to as writing, and it includes all activities involving the collection, recording, processing, sending, and storing of information, which necessitates the use of a large amount of paper and

various writing tools. Records are collected through document information recording and stored as archives [2].

Archives are written records, photographs, or recordings that contain items or incident as reminders [3]. As a result, archives must be properly managed in order to assist and serve other fields, both internally and externally, in achieving goals in an effective and efficient manner. There is a memory center or source of information in an institution or organization with proper record handling. Archives play an important role in an institution, so their existence requires special attention so that their presence in an institution truly demonstrates an appropriate role and can support the completion of work carried out by all members of the institution.

As the Faculty of Social Sciences and Law's previous activities and develop, more and more data, files, and archives are collected and stored because they still have use value. As a result, it must be stored in a systematic manner so that it can be easily and quickly found when needed. Archives play an important role in the life of an institution. As a result, a good system and a correct process are required to maintain the life cycle of archives from the creation, use, maintenance, transfer, and destruction stages. This institution has difficulty retrieving archives because the data is dispersed and not stored in a single location; as a result, archive employees must spend a significant amount of time searching for the data required.

A bureaucracy or agency is always striving to improve the effectiveness of its employees. Institution success to achieve its goals begins with the success of each individual employee. In other words, an institution's effectiveness can be achieved if each employee can contribute to achieving the desired goals. Work effectiveness is one of the objectives of all job implementations. Work effectiveness can be achieved if work is carried out in accordance with the requirements of the job. Of course, the division of labor is related to the work ability of each employee or section. As a result, the leadership will be able to more easily delegate authority to each employee. To comprehend work effectiveness, one must first comprehend the concept of work effectiveness. Effectiveness is defined as the ability to select the appropriate goals or equipment to achieve the objectives that have been established.[4]. Effectiveness is doing the right thing, while efficiency is doing the right thing (doing the right things)[5].

Archive management must be planned early, which means the implementing institution must design a management plan. The arrangement of data sources in the SIM (Management Information System) application have to neatly programmed to convey information smoothly [3]. Management is the use of resources effectively and efficiently to achieve goals with consideration of the resource sustainability [6].

The implementation of archive handling is inseparable from human resources. The human resource factor is the subject of determining the success of the implementation of archive handling. Even though there are facilities, infrastructure, and systems, they are not matched by human resources capable of carrying out the field of archiving, thus hindering the implementation of archiving.

Competence is the development of high-quality human abilities with the necessary knowledge, skills, and abilities.[7]. According to McAshan, competence is defined as knowledge, skills, and abilities mastered by someone who has become a part of himself, allowing him to carry out cognitive, effective, and psychomotor behaviors as well as

possible.[8]. Certain competencies are required of archive employees of an institution or organization, such as being adept at placing and retrieving archives and being skilled at sorting archive categories. It is expected that someone with this dexterity will be able to provide the correct information when needed. Mulyono, in his opinion, is always active in advancing the organization, both through appeals and participation in increasing the implementation of archiving.[3]. Then the consideration of the requirements must be fulfilled by the archiving officer. Institutional progress is determined by the accuracy of providing information to make decisions.

Based on the foregoing, it is possible to conclude that good archives and employee competence are required for maximum work effectiveness. If the archive arrangement is not done properly, it will cause delays because it will be difficult to find the required documents. Furthermore, without the appropriate employee competencies, work will be hampered because it will be carried out by people who do not have abilities comparable to the work assigned. The goal of this study is to look for the dominant factors that affect work effectiveness in the Faculty of Social Sciences and Law, as well as to analyze the influence of archive management and employee competence on work effectiveness. The discussion of Employee Competence and Archive Arrangement on Work Effectiveness at the Faculty of Social Sciences and Law, State University of Surabaya, which has never been done before, is what makes this research unique.

2   METHOD

The research method through quantitative studies. The quantitative method examines the relationship between variables to test objective theory. These variables, in turn, can be measured with instruments, and data counts can be analyzed statistically.[9]. The population consists of all research subjects.[10]. This study's population consisted of 39 employees from the Office of the Faculty of Social Sciences and Law. Determination of the sample through the total sampling method with a total of 39 samples

This research uses 2 types of variables, namely independent and dependent variables. The independent variable is the variable that causes the dependent variable to change.[11]. The independent variable (X) in this study is archive staff competence (X1) and archive management (X2) (X2). The dependent variable is the variable that is influenced, namely work effectiveness [11].

Work effectiveness is the ability to select the appropriate goals for achieving the objectives that have been established.[12]. Work performance, morale, cooperative relationships, initiative, and work compliance were identified as work effectiveness indicators in this study.[13]. Archivist competence refers to archivists' ability, skills, and knowledge in storing, maintaining, and retrieving documents. In this study, archive employee competency indicators include thoroughness, intelligence, dexterity, and neatness.[1].

The arrangement of data sources must be regulated in an orderly programmed manner in order to facilitate the management of records. Records management indicators are storage, placement and retrieval.[3].

The research uses primary data through questionnaires and observation and secondary data through library research. Meanwhile, secondary data is information obtained

indirectly by researchers or data collectors.[14]. Secondary data for this study was gathered from journals, books, and other supporting literature.

The instrument used to assess employee perceptions of organizational support. A questionnaire based on a Likert scale rating system is used to assess archive organization, competency, and employee service quality. Research analysis through Partial Least Squares (PLS) software. Some of the tests carried out are:

1. Outer Model Testing

The Validity and Reliability Tests are used to perform the Outer Model test. A correlation coefficient significance test is usually performed at a significance level of 0.05 to determine whether an item is feasible or not, which means that an item is considered valid if it has a significant correlation with the total score. In this study, reliability was determined using the Cronbach Alpha technique, with a Cronbach Alpha coefficient value of at least 0.70.[15].

2. Inner Model Testing

R-square to evaluate the inner model with the condition that the R2 value is 0.75 for the "strong" model, 0.50 for "Moderate", and 0.25 for "weak".[15].

3. Hypothesis Testing

The hypothesis test is used to determine how well the independent variable explains the variation in the dependent variable. The hypothesis was tested through a comparison of the T-statistic with t-table = 1.65. If the T-statistic is greater than the t-table, then it has a significant effect
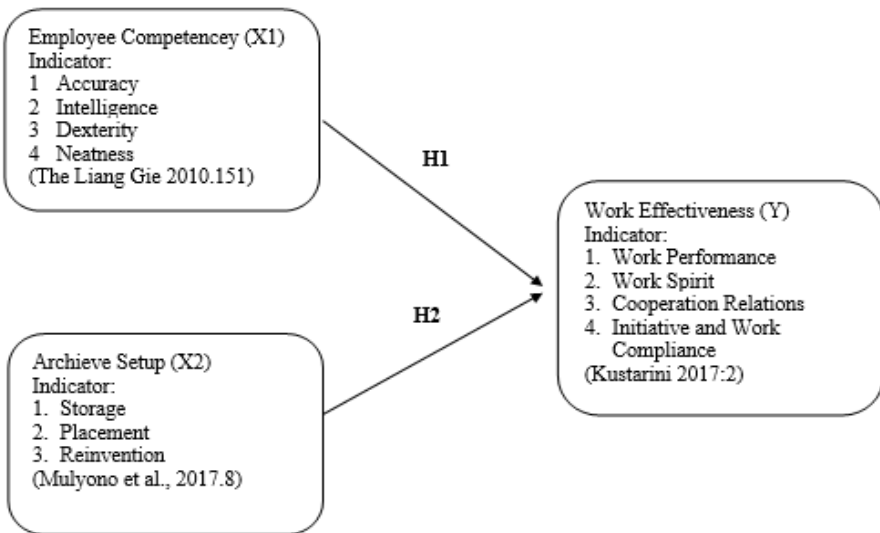
The conceptual framework of the research is:

Fig. 1. Conceptual Framework

3   Results

3.1. Outer Model Testing

Internal and external model settings are addressed in the model specification stage. Measurement model for assessing the relationship between indicators and constructs [16]. Here are some Outer Model tests, namely:

Convergent Validity
If an indicator has a loading factor value greater than 0.50, it is said to have convergent validity. The indicator's overall loading factor value is as follows.:

Table 1. Validity Test (Convergent Validity)

Variable	Item	*Original Sample*	*P-Values*	Note
Employee Competency (X1)	X1.1.1	0.807	0,000	Valid
	X1.1.2	0.769		
	X1.2.1	0.816		
	X1.2.2	0.706		
	X1.3.1	0.834		
	X1.3.2	0.826		
	X1.4.1	0.844		
	X1.4.2	0.824		
Archive Setup (X2)	X2.1.1	0.838		
	X2.1.2	0.836		
	X2.2.1	0.710		
	X2.2.2	0.759		
	X2.3	0.808		
Work Effectiveness (Y)	Y1.1	0.862	0,000	Valid
	Y1.2	0.888		
	Y2.1	0.885		
	Y2.2	0.881		
	Y3.1	0.805		
	Y3.2	0.738		
	Y4.1	0.802		
	Y4.2	0.774		

All indicators have convergent validity values greater than 0.5. so that it is declared valid

Discriminant Validity

If the cross-loading value is the largest compared to other variables, then it is declared to meet discriminant validity.

Table 2. Cross Loading

Item	Employee Competency (X1)	Archive Setup (X2)	Work Effective-ness (Y)
X1.1.1	0.807	0.452	0.520
X1.1.2	0.769	0.424	0.543
X1.2.1	0.816	0.578	0.642
X1.2.2	0.706	0.644	0.596
X1.3.1	0.834	0.571	0.644
X1.3.2	0.826	0.634	0.624
X1.4.1	0.844	0.604	0.605
X1.4.2	0.824	0.713	0.767
X2.1.1	0.694	0.838	0.702
X2.1.2	0.543	0.836	0.712
X2.2.1	0.404	0.710	0.636
X2.2.2	0.640	0.759	0.624
X2.3	0.595	0.808	0.846
Y1.1	0.632	0.806	0.862
Y1.2	0.631	0.792	0.888
Y2.1	0.618	0.824	0.885
Y2.2	0.774	0.813	0.881
Y3.1	0.634	0.731	0.805
Y3.2	0.639	0.609	0.738
Y4.1	0.681	0.643	0.802
Y4.2	0.557	0.724	0.774

Each indicator has the largest cross loading value compared to other cross loading values so that it meets the requirements

Average Variance Extracted

If the AVE value is greater than 0.5, it is considered satisfactory. AVE measures a construct greater than 0.5 so it has a good discriminant as in Table 3.

Composite Reliability

Variables with composite reliability values greater than 0.70 are declared to fulfill composite reliability. The reliability value is greater than 0.70 so that it is declared to meet composite reliability as in Table 4.

Table 3. AVE

Variable	AVE
Employee Competency (X1)	0,647
Archive Setup (X2)	0,627
Work Effectiveness (Y)	0,691

Table 4. Composite Reliability

Variable	Composite Reliability
Employee Competency (X1)	0,936
Archive Setup (X2)	0,893
Work Effectiveness (Y)	0,947

Cronbach Alpha

A variable is declared if it has a Cronbach's alpha value > 0.6. The Cronbach alpha value is greater than 0.60 so it meets the requirements.

Table 5. Cronbach Alpha

Variable	Cronbach Alpha
Employee Competency (X1)	0,922
Archive Setup (X2)	0,850
Work Effectiveness (Y)	0,935

3.2 Inner Model Testing

PLS analysis tests the research hypothesis. The following is the PLS model obtained
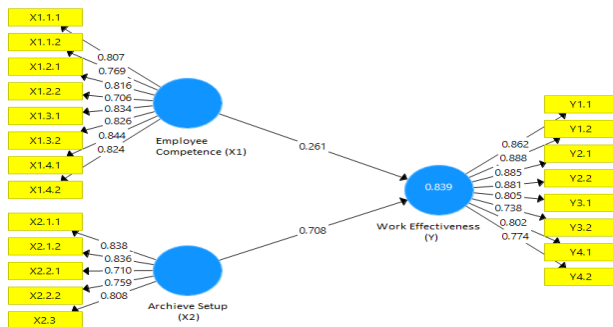

Fig. 2. PLS Measurement Model

The equation obtained is:

$$Y = 0{,}261\ X1 + 0{,}708\ X2$$

R Square Testing

Changes in the R-square value are used to assess the effect of certain independent latent variables on the dependent latent variable. R-square to evaluate the inner model with the condition that the R2 value is 0.75 for the "strong" model, 0.50 for "Moderate", and 0.25 for "weak" [15]. PLS output is as follows::

Table 6. R-Square Value

	R Square
Work Effectiveness (Y)	0,839

Employee Competency Variables (X1) and Archive Arrangement (X2) influence the Work Effectiveness Variable (Y) with an R2 value of 0.839 indicates a "Strong" model and can form Work Effectiveness of 83.9%

3.3   Hypothesis Testing

T-statistics are shown in the table below to answer the research problem formulation.:

Table 7. Hypothesis Testing

Variable Relationship	Original Sample	T Statistics	P Value	Note
Employee Competency (X1) -> Work Effectiveness (Y)	0,261	2.268	0.024	Significant
Archive Setup (X2) -> Work Effectiveness (Y)	0,708	6.724	0.000	Significant

Here are the results obtained:
a. Employee Competence (X1) has a significant positive effect on Work Effectiveness (Y). This is supported by a statistical T value of 2.268 > 1.96 and a positive Original Sample value of 0.261
b. Work Effectiveness is significantly improved by Archive Management (X2) (Y). The statistical T value of 6.724 > 1.96 and a positive Original Sample value of 0.050

4   Discussion

Employee Competence has a significant effect on Work Effectiveness as evidenced by the t-statistic of 2.268. Employee Competence and Work Effectiveness are positively related to positive scores, indicating that the relationship between these variables is

unidirectional, meaning that the higher the Employee Competence, the greater the Employee Work Effectiveness in the Faculty of Social Sciences and Law, State University of Surabaya. The study's findings are consistent with the findings of Goi et al., who found that competence has a positive and significant effect on work effectiveness.[17], According to Puspitasari et alresearch, .'s work competence has an effect on work effectiveness.[18]. However, the research results are inconsistent with Hidayat's study where competence cannot increase performance effectiveness [19].

The study's findings indicate that Archive Management has a significant impact on Work Effectiveness. It is evident from the t-statistic value of 6.724 so that Archive Management affects Work Effectiveness. Based on the direction of the relationship, Archive Arrangement and Work Effectiveness have a positive relationship with a positive Original Sample value of 0.708, implying that the better the Archive Arrangement, the greater the Employee Work Effectiveness in the Faculty of Social Sciences and Law, State University of Surabaya. The study is in line with Wibowo's research which states that Archive Arrangement has a positive and significant effect on Work Effectiveness at the Highways and Construction Services Office of North Sumatra Province.[20]. Then, according to Hamlis' research, Archive Arrangement has a positive and significant effect on Work Effectiveness in the North Kalimantan Province's Maritime Affairs and Fisheries Service.[21]

Based on the findings of the preceding research, it is possible to conclude that Employee Competence and Archive Arrangement have a significant positive impact on Work Effectiveness. However, when compared to Employee Competence, the Archive Management variable has a stronger influence on Work Effectiveness. This is evident in the T value of Records Management Statistics which is greater than Employee Competence.

1. Reference

2. T.L. Gie, Modern Office Administration. Liberty Yogyakarta, Yogyakarta (2015).
3. Z. Amsyah, Archive Management. PT SUN, Jakarta (2015).
4. S. Mulyono, Archives Management. UNNES Press, Semarang (2012).
5. N. Munakarta, Transforming East Asia: The Evolution of Regional Economic Integration. Research Institute for Economics, Trade and Industry, Tokyo (2006).
6. P. Drucker, Innovation and Entrepreneurship. Erlangga, Jakarta (2012).
7. S. Arikunto, Research Procedures A Practice Approach. Rineka Cipta, Jakarta (2016).
8. Suparno, Basic Writing Skills. Open University, Jakarta (2009).
9. E. Sutrisno, Human Resource Management (7th edition). Kencana Prenada Media Group, Jakarta (2015).
10. J. W. Creswell, Research Design, Qualitative, Quantitative, and Mixed Methods Approaches, 4th ed. Sage Publications, US (2014).
11. Arikunto., Research Procedures A Practice Approach. Rineka Cipta, Jakarta (2016).
12. Sugiyono, Quantitative Research Methods, Qualitative and R&D. PT Alfabeta, Bnadung (2016).
13. T.H. Handoko, Personnel Management and Human Resources. BPFE, Yogyakarta (2014).

14. Kustarini, Main Thoughts on Assessment and Standardization of Work Results. Bandung Alumni, Bnadung (2017).
15. Sugiyono, Mixed Methods. CV Alfabeta, Bnadung (2018).
16. I. Ghozali, Application of Multivariate Analysis with IBM SPSS Program 23, 8th ed. Diponegoro University Publishing Agency, Semarang (2016).
17. J. F. et al Hair, Univariate Data Analysis. 7th ed, Exploratory Data Analysis in Business and Economics. London (2013).
18. T. Y. Goi, I. Yantu, and V. Monoarfa, "The Influence of Competence on Employee Effectiveness at the Gorontalo District Samsat Office," J. Ilm. Manaj. and Business, vol. Vol. 5 No., no. 2, p. 667–671 (2022).
19. K. T. Puspitasari, D. E. Aprilia, and K. W. Rike, "The Effect of Emotional Intelligence Organizational Commitment and Work Competency on Employee Work Effectiveness in the Production Department of PT. Wilis Indonesia Steel Kediri," J. Manaj. Dan Business, vol. 1, no. 3, p. 213–225 (2023).
20. R. Hidayat, "The Influence of Motivation, Competence and Work Discipline on Performance," Widya Cipta J. Sekr. and Manaj., vol. 5, no. 1, p. 16–23 (2021).
21. B. A. Wibowo, "Analysis of the Influence of Archive Management, Infrastructure and Competence of Archive Officers on Work Effectiveness in the Highways and Construction Services of North Sumatra Province," Univ. Medan Area (2021).
22. Hamlis, "The Influence of Archive Arrangement and Competence of Archive Officers on Work Effectiveness in the Marine and Fisheries Service of North Kalimantan Province," Univ. Open, p. 1–157 (2015).