P.T. ISM Bogasari represents one of five companies of flour that is existed in Indonesia. Emulation to become market leader is very tight particularly at a period of globalization in this time. One of especial problems found at P.T ISM Bogasari is low efficiency of human resource. The management look into that allocation of human resource at HRA department is less efficient because effect of applying of a program computerize at this department. This research is carried out based on data from questioner that contains all activity work of the officer by with time of solving will be classified according to its job description. In order to get the time of completion of job description at the same position, we summed all of the time of completion of job description from each officer which is same position. Then, it is added to allowance time to get total time required in a position to complete its job description. Work load is obtained by dividing that time with total time which is available for a position. According work load analysis resulted, it will be known that the optimal people amount in a position. This research concludes that sum of officer before this research is 19 people then should be 21 people after this research.

Key words: Efficiency, Workload, Officer, Position, Activity, Time of solving an Activity.