

**ANNEX NO.1 OF BUT WAGE RULES**

**1. Wage rates**

**a) Wage rates for academic employees**

Wage grade	A1	A2	A3	A4	A5
Wage rate in CZK / month	29.300	33.300	38.600	45.900	54.400

**b) Wage rates of non-academic employees**

**I. Wage rates for scientific and research staff, including postdoctoral fellows**

Wage grade	V1	V2	V3	V4	V5
Wage rate in CZK / month	29.300	33.300	38.600	45.900	54.400

**II. Wage rates of other technical and economic staff and blue-collar staff**

Wage grade	T1	T2	T3	T4	T5	T6	T7	T8
Wage rate in CZK / month	20.100	21.100	22.200	23.800	27.200	32.700	39.900	49.600

## 2. Qualification requirements

### a) Academic employees, scientific, research and development staff

Wage grade	Required qualifications	Classification according to the Job Catalogue
A1	University master's degree	
A2	University master's degree	Lecturer I Assistant, Academic research assistant
A3	University doctoral degree (or master's degree and at least 8 years of professional experience in case of Lecturer II)	Lecturer II Assistant professor, Academic scientist and researcher I
A4	Appointment as associate professor	Associate professor, Academic scientist and researcher II
A5	Appointment as professor	Professor, Academic scientist and researcher III

### b) Scientists and researchers who are not academic employees

Wage grade	Required qualifications	Classification according to the Job Catalogue
V1	Full secondary education, university bachelor's or master's degree	Research specialist I
V2	University master's degree	Research specialist II
V3	University doctoral degree	Scientist and researcher I, Postdoctoral fellow
V4	University doctoral degree	Scientist and researcher II
V5	University doctoral degree	Scientist and researcher III

### c) Other technical and economic staff and blue-collar staff

Wage grade	Recommended qualification	Classification according to the Job Catalogue
T1	Primary education	Assistant blue-collar staff member
T2	Primary education	Blue-collar staff member I

<b>T3</b>	Secondary vocational education with an apprenticeship certificate	Blue-collar staff member II Assistant technician Assistant officer
<b>T4</b>	Secondary vocational education with a graduation exam	Foreman Technician I Officer I Accountant I
<b>T5</b>	Full secondary education or Secondary vocational education with a graduation exam	Technician II Officer II Accountant II Assistant economist Teaching assistant Expert I Administrator I
<b>T6</b>	Higher vocational education or university bachelor's degree	Technician III Officer III Chief accountant Economist I Expert II Administrator II Manager I
<b>T7</b>	University bachelor's degree or master's degree	Chief technician Chief officer Economist II Specialist I Chief Administrator Coordinator I Manager II
<b>T8</b>	University master's degree	Chief economist Specialist II Coordinator II Chief manager

### **3. Job characteristics and descriptions**

#### **Academic employee**

##### **10 Academic employee – lecturer**

##### **101 Academic employee – lecturer I**

Performing mainly educational activities, preparing and conducting exercises, granting credits, performing other activities related to teaching in bachelor's and master's degree programmes, participating in individual research, development and innovation activities related to teaching.

##### **102 Academic employee – lecturer II**

Performing mainly educational activities, preparing and conducting exercises, granting credits, performing other activities related to teaching in bachelor and master study programmes, conducting selected lectures, participating in individual research, development and innovation activities related to teaching.

##### **11 Academic Teacher and Researcher**

##### **112 Academic employee – assistant**

Carrying out educational activities providing teaching in seminars, exercises and laboratory exercises, primarily participating in teaching in bachelor's and master's degree programmes; granting credits; supervision of bachelor and master theses, preparing opponent reviews for these theses; collaborating on research and scientific tasks, publishing activities, documentation of professional and scientific literature; preparing to meet the requirements for completing a doctoral study programme.

##### **113 Academic employee – assistant professor**

Carrying out educational activities providing teaching in seminars, exercises and laboratory exercises, conducting selected lectures, teaching in bachelor's, master's and doctoral degree programmes; providing consultations and granting credits; supervising bachelor's and master's theses, preparing opponent reviews for these theses; supervising courses in study programmes; in exceptional cases acting as a supervisor in doctoral study programmes; participating in expert and assessment activities; collaborating on solving and conducting research and scientific tasks, leading small research teams; publishing activities; preparing to meet the conditions for appointment as an associate professor.

##### **114 Academic employee – associate professor**

Carrying out educational activities providing teaching in lectures, seminars and exercises in all study programmes, including assessment of learning outcomes; guaranteeing study programmes; providing consultations and granting credits; supervising bachelor's and master's theses, possibly acting as a supervisor in doctoral study programmes; preparing opponent reviews; participating in expert and assessment activities; creative solving and conducting research and scientific tasks, leading research teams; publishing activities; preparing to meet the conditions for appointment as a professor.

### **115 Academic employee – professor**

Carrying out educational activities, providing teaching primarily in lectures and seminars in all study programmes; determining the direction of educational activities; guaranteeing study programmes; providing consultations; supervising master's theses; being as a supervisor in doctoral study programmes; preparing opponent reviews; participating in expert and assessment activities; creative solving and conducting research and scientific tasks, leading research teams; publishing activities; creating conditions for the development of the respective scientific or artistic field.

### **116 Academic employee – extraordinary professor**

Carrying out educational activities providing teaching mainly in lectures and seminars in all study programmes; providing consultations; supervising master's theses, possibly acting as a supervisor in doctoral study programmes; preparing opponent reviews; creative solving and conducting research and scientific tasks, leading research teams; publishing activities; creating conditions for the development of the respective scientific or artistic field.

### **117 Academic employee – visiting professor**

Carrying out educational activities providing mainly teaching in lectures and seminars in all study programmes; providing consultations; supervising master's theses, possibly acting as a supervisor in doctoral study programmes; preparing opponent reviews; creative solving and conducting research and scientific tasks, leading research teams; publishing activities; creating conditions for the development of the respective scientific or artistic field.

## **12 Academic scientist and researcher**

### **121 Academic research assistant**

Independent and creative handling of complex professional tasks in scientific and research activities, participation in expert, assessment, artistic and other creative activities, participation in the transfer of their results into teaching in bachelor's or master's degree programmes; supervision of bachelor and master theses, preparing opponent reviews for these theses; publishing activities; collaboration with scientific and research workers on their tasks, preparation to meet the requirements for completion of the doctoral study programme.

### **122 Academic scientist and researcher I**

Independent and creative handling of complex professional tasks in scientific and research activities, participation in expert, assessment, artistic and other creative activities, participation in the transfer of their results into teaching in bachelor's or master's degree programmes; supervision of bachelor and master theses, preparing opponent reviews for these theses; publishing activities; active participation in conferences; handling of partial parts of research tasks and projects, possibly leading smaller research teams; preparation for fulfilling the conditions for appointment as an associate professor.

### **123 Academic scientist and researcher II**

Independent and creative handling of complex professional tasks in scientific and research activities, carrying out expert, assessment, artistic and other creative activities, carrying out the transfer of their results into teaching in all study programmes, possibly acting as a supervisor of doctoral study programmes; supervision of bachelor and master theses, preparing opponent reviews for these theses; publishing activities; active participation in conferences; solving research tasks and projects, leading research teams; preparation for fulfilling the conditions for appointment as a professor.

### **124 Academic scientist and researcher III**

Independent and creative handling of the most demanding scientific and research tasks, carrying out expert, assessment, artistic and other creative activities, transferring their results into teaching in all study programmes; supervision of master theses, possibly acting as a supervisor of doctoral study programmes; publishing activities, active participation in conferences; solving research tasks and projects, leading research teams; creating conditions for the development of the respective scientific or artistic field.

## **Scientist and researcher who is not an academic employee**

### **20 Scientist and researcher**

#### **201 Research specialist I**

Performing simple preparatory works in laboratories and research facilities and participating in more complex preparatory works for scientific, research, development, artistic and other creative activities under professional supervision.

#### **202 Research specialist II**

Independently performing professional work for scientific, research, development, artistic and other creative activities, providing analyses and processing results within the framework of scientific research activities, participating in the handling of scientific research projects, preparation for meeting the conditions for completion of the doctoral study programme.

#### **203 Scientist and researcher I**

Independent and creative handling of complex work on scientific, research, development, artistic and other creative projects, participation in expert, consultancy and assessment activities, communication of the results of their work to the scientific community through publishing, especially in professional and scientific journals, active participation in conferences and seminars, while respecting the rules and principles of the developed scientific field, solving partial research tasks and projects, possibly leading smaller research teams; preparation for fulfilling the conditions for appointment as an associate professor.

#### **204 Scientist and researcher II**

Creatively handling the most demanding research and development tasks or conducting highly demanding and difficult research and development work in creatively handling tasks of fundamental importance for the development of the given field or discipline. Dissemination of results to the scientific community through publications, especially in professional and scientific journals, and active participation in conferences and seminars, while respecting the rules and principles of the scientific field, solving research tasks and projects, leading research teams; preparing to meet the conditions for appointment as a professor.

#### **205 Scientist and researcher III**

Handling tasks of basic and applied research and development of decisive importance for the development of the relevant scientific field; carrying out top expert, consultancy and assessment activities, communicating the results to the scientific community through publications, especially in professional and scientific journals, active participation in conferences and seminars, while respecting the rules and principles of the scientific field, leading and coordinating the most demanding national or international projects, leading large research teams.

## **21 Postdoctoral Fellow**

Activities carried out for 8 years after obtaining the Ph.D. Independent and creative solution of complex works on scientific, research, development, artistic and other creative projects, participation in expert, development, artistic and other creative projects, participation in expert, consulting and assessment activities, independent, or as a part of research teams, communicating the results of their work to the scientific community through publications, especially in professional and scientific journals, active participation in conferences and seminars, while respecting the rules and customs of the scientific field being developed, solving partial parts of research tasks and projects, or leading smaller research teams; preparation for fulfilling the conditions for appointment as associate professor.

## **Technical and economic staff member**

### **30 Non-academic Teacher**

#### **301 Teaching assistant**

Carrying out teaching activities under the supervision of an academic staff member, in particular auxiliary work related to the teaching of courses in bachelor's and master's degree programmes, as well as auxiliary work related to the supervision of semester, bachelor's and master's theses.

### **31 Officer**

#### **311 Assistant officer**

Performing repetitive and routine controllable administrative, economic-administrative or operational-technical tasks according to detailed instructions or established procedures, associated with a certain material responsibility and sensory load. Independent routine work on computers using simple applications; simple work with office equipment; receiving, distributing and recording incoming mail; providing information at the reception desks.

#### **312 Officer I**

Performing routine and diverse specialised administrative, economic-administrative or operational-technical work associated with higher material responsibility and sensory load. Independent diverse work on computers using simple applications with the option to choose the solution approach. Performing partial administrative, organisational, personnel and operational work; operating office equipment; cash handling; receiving and processing accommodation orders; preparing documents for archiving.

#### **313 Officer II**

Performing complex specialised administrative, economic-administrative or operational-technical work, independently managing specialised tasks with higher liability for damages incurred. Organisational management of smaller workplaces; handling partial tasks related to the selection and recruitment of new employees; personnel records management, preparation and completion of labour and employment documentation, provision and preparation of data for payroll calculations; organisation of activities related to building management and maintenance; provision of various forms of promotion.

#### **314 Officer III**

Performing systemic administrative, economic-administrative or operational-technical tasks, independently ensuring complex professional agendas with overlap into other fields and with a high degree of liability for damages. Organisational management of the operation of larger workplaces; organisation of work in the administration of extensive property assets, participation in the preparation of investment plans; preparation of documents for public procurement; comprehensive management of the personnel agenda; organisation of education activities; participation in the development of marketing strategy, communication with the media.

### **315 Chief officer**

Performing specialised conceptual work of an administrative, economic-administrative or operational-technical nature, independently handling complex professional agendas within multiple fields and with a high level of responsibility for often irreparable damages. Developing proposals for optimising work processes; organisational management of the operation of units; processing public procurement; preparing investment plans; organising extensive educational activities; comprehensive provision of marketing activities.

### **32 Expert**

#### **321 Expert I**

Performing routine and diverse specialised work with potentially high material responsibility. Operational management of partial Articles of operational processes. Handling process errors and their documentation; ensuring the operation of the information centre; analysis and projection of partial data processing from user applications, including the preparation of relevant project documentation; operational management IT equipment, including computer networks; ensuring the library operation, library and bibliographic, reference and information services in libraries, cataloguing according to standards and established methodologies in libraries; preparation and processing of editions and inventories of archival materials, provision of analyses and results of marketing research, evaluation of the results, provision of all forms of organisation promotion; providing and organising promotional events; quality standards compliance monitoring.

#### **322 Expert II**

Performing systemic professional work, the subject of which are sub-disciplines of activities with a wide scope with variable general inputs and specified outputs. Analysis and design of complex in relation to the system and user environment, creating specifications for programming user applications within the context of the entire information system with connections to the database systems and communication tools; creation and testing of user applications based on prepared project documentation; operation and maintenance of information and communication systems; participation in database management; providing training for users of company software; defining HW requirements for applications and programmes; collaboration in the creation of personnel evaluation systems and tools for shaping corporate culture; preparation of press releases and their distribution, communication with media representatives and editorial offices, preparation of communication campaigns, ensuring publicity.

#### **323 Specialist I**

Performing specialised professional work encompassing a set of fields or a field with extensive internal structure and external connections. Comprehensive coordination and direction of systemic professional work with activities with unspecified inputs, solution methods and specified outputs, with broad connections to other processes. Discovering new procedures and unconventional problem-solving methods. Providing professional methodological consultations; management of legal agenda; analysis and documentation of organisational processes, diagnostics of key processes and their owners, setting rules for measuring and improving process performance; consultation on the design and change of quality management system strategy; development, analysis and programming of new application software and computer systems, defining needs, assessment, evaluation and selection of complex IS/ICT development projects or information services; providing analytical support for the operation of ICT services; providing all forms of organisation or department promotion, designing, arranging and organising promotional events, creating optimal marketing strategies; collaboration in the creation, provision and update of websites and information and promotional materials.



### **324 Specialist II**

Performing creative specialised work where the scope of activity is an industry as a set of interrelated fields or the most demanding disciplines of fundamental importance with deep interdisciplinary connections. Comprehensive coordination and direction of specialised professional work with activities with unspecified inputs, a wide range of solution methods and broadly defined outputs, with broad connections to other processes. Setting the guidelines for the development of the control system, examining and evaluating activities, procedures and processes, verifying the economy, efficiency and effectiveness of operations, methodological guidance and independent preparation of complex and most sophisticated analyses and statistics in the field; management, analysis and independent implementation of information systems and computer applications; provision of technical supervision; conducting legal analyses and opinions, handling of commercial, civil and labour law cases; creating marketing strategies, developing media policy concepts and media strategies; providing consultations and expert advice.

### **33 Administrator**

#### **331 Administrator I**

Performing professional organisational work. Coordinating and guiding professional work, organising and ensuring the implementation of smaller projects within the department in order to achieve the set project goals within the set timeframe and budget of the project. Supporting the project manager throughout the project lifecycle; organising simple public procurement and tendering processes; creating sub-parts of input analyses of the project subject and goals; collaborating in project quality management, including conducting inspections, preparing progress reports for the project team and the project sponsor, managing stakeholders; collaborating in ensuring the handover of project deliverables and their acceptance by project stakeholders.

#### **332 Administrator II**

Performing systemic organisational work, the subject of which are sub-disciplines of activities with broad scope. A comprehensive system of activities with variable general inputs, specified outputs, unspecified methods and procedures with broad connections to other processes. Organising and ensuring the implementation of larger projects within the unit to achieve the set project goals within the set timeframe and budget of the project. Supporting the project manager throughout the project lifecycle; organising more complex procurement and tendering processes; creating coherent parts of the input analyses of the project subject and goals; collaborating on project quality management, including conducting inspections; preparing progress reports to the project team and the project sponsor, managing stakeholders; collaborating on the delivery of project outputs and their acceptance by stakeholders; participating in the selection of employees and the assembling the project team.

#### **333 Chief administrator**

Performing specialised organisational work, the subject of which is a set of disciplines or a field with extensive internal structure and external connections. Discovering new procedures and unconventional problem-solving methods. Organising and ensuring the implementation of larger projects within the unit or school to achieve the set project goals within the timeframe and budget of the project. Supporting the project manager throughout the project lifecycle; organising comprehensive and large-scale public procurement and tendering processes; producing input analyses of the project subject and goals; collaborating on project quality management, including conducting inspections, coordinating project status reports for the project team and the project sponsor, and managing stakeholders, ensuring the delivery of project outputs upon acceptance by stakeholders; participating in the selection of employees and assembling the project team.

## **34 Accountant**

### **341 Accountant I**

Performing specialised accounting tasks with specified inputs, methods of execution and defined outputs, with potentially high material responsibility. Providing a wider range of specialised accounting tasks with precisely defined inputs, methods of execution and defined outputs. Recording accounting transactions in the general ledger, the analytical ledger, the off-balance sheet ledger, in accordance with the applicable accounting regulations and the internal accounting unit regulations. Providing accounting outputs in the required structure in accordance with the applicable accounting regulations; preparatory work for data processing and performing additional tasks for calculating wages, compensation and other payments, to ensure deductions from wages, to determine the calculation and payment of income tax, social security and general health insurance premiums for employees; conducting registration and reporting activities and relationships related to employees.

### **342 Accountant II**

Performing systemic accounting tasks that involve a comprehensive independent system composed of several disparate units or separate complex units. Providing a complex set of accounting activities with generally defined inputs, specified outputs, considerable variability in solution methods and procedures, and specific connections to a wide range of processes. Performing a comprehensive set of accounting operations on individual accounts or account groups, processing accounting documents, ledgers and other accounting records for automated processing; independently handling of agenda of certain taxes, e.g. land tax, road tax, real estate transfer tax, etc.; independently processing routine accounting operations related to inventory (advance payments received, costs associated with their acquisition, increments, decrements) on balance sheet accounts or off-balance sheet accounts, verifying the proper valuation of inventory, accounting for claims against suppliers; independent accounting of the balance and movement of funds on bank accounts based on bank statements, conversion of foreign currency accounts to CZK; independent calculation of wages, wage settlements, compensations and other benefits provided to employees, calculation and implementation of deductions from wages, handling the income tax agenda for employees engaged in dependent activities, social and health insurance premiums, maintaining records of individual taxpayer statements and tax documents, conducting annual tax calculations, preparing tax statements for the tax office.

### **343 Chief accountant**

Performing specialised accounting tasks, the subject of which are various fields of activity with a broad scope. A complex of systemic accounting activities with variable general inputs, specified outputs, unspecified methods and procedures with broad connections to other processes, where the subject matter is a field of activity composed of systems with extensive external and internal connections. Collaboration in the development and refinement of accounting methodologies and the implementation of Czech generally binding legal regulations into the internal accounting directives of the accounting unit; verification of the accuracy of accounting records according in compliance with legal regulations, preparation of financial statements, collaboration with auditors, tax advisors and other external entities, preparation and collection of necessary documents; maintaining payroll records and reporting, control activities in accordance with instructions and established procedures, receiving, handling and settling payroll claims, coordinating and guiding the calculation, payment and settlement of wages, wage compensation and other benefits provided to employees, deductions from wages, employment tax and social and health insurance premiums.

## **35 Economist**

### **351 Assistant economist**

Performing specialised economic tasks within a discrete system composed of several cohesive units or separate complex units. Provision of economic activities with generally defined inputs, specified outputs, with a less variability in solution methods and procedures and specific connections to a wider range of processes. Ensuring the financing of the organisation through multiple funding sources; conducting simple analyses of financial resource efficiency; communicating with other departments to obtain inputs for analyses, collaborating on specific tasks or projects; delivering outputs; collaborating with the finance and accounting departments, participating in the preparation of budget-related documentation.

### **352 Economist I**

Performing systemic economic tasks that involve various fields of activity with a broad scope. A complex set of systemic economic activities with variable general inputs, specified outputs, unspecified solution methods and procedures with broad connections to other processes. Preparation and processing of calculations for projected monthly, quarterly and annual indicators, monitoring of deviations between the plan and actual performance; budgetary control, including monitoring trends; conducting simple analyses and evaluations; communication with other departments to obtain inputs for analyses, collaboration on specific tasks or projects; delivering outputs; collaboration with the finance and accounting department; monitoring of data obtained from financial institutions.

### **353 Economist II**

Performing specialised economic tasks that involve a set of fields or a field with an extensive internal structure and external connections. Carrying out economic activities with unspecified inputs, solution methods and specified outputs with extensive connections to other processes, conceptual economic activity. Discovering new procedures and unconventional problem-solving methods. Transfer and application of methods and practices from other sectors and areas. Conducting analysis and proposing simplification of financial processes; preparing and processing data for financial analyses; managing the organisation's financing system through multiple funding sources, such as budgetary, extra-budgetary and other public sources; controlling and analysing the organisation's costs, preparing and reviewing financial plans, budgeting, preparing and processing calculations for projected monthly, quarterly and annual indicators, monitoring and evaluating variances between the plan and actual performance; budgetary control, including monitoring trends, conducting analyses, preparing regular reports and management presentations, and proposing measures; proposing, approving and discussing budgetary changes.

### **354 Chief economist**

Performing creative systemic economic tasks, where the subject matter is the industry as a set of interrelated fields or the most demanding fields of fundamental importance. Comprehensive coordination and guidance of economic activities. Performing economic tasks with unspecified inputs, solution methods and outputs with potential connections to a wide range of other activities involving other scientific disciplines, fields and other demanding processes. Determining the financial strategy of the organisation; coordinating financial and other activities; preparing and processing calculations for projected monthly, quarterly and annual indicators, monitoring and evaluating deviations between the plan and company; compiling the organisation's budget, discussing the budget with individual budgetary units; monitoring and discussing budget performance with the budgeting authority; budgetary control, including monitoring trends, performing analysis and proposing measures; proposing, approving and negotiating budget changes; conducting financial analyses and forecasts, monitoring and evaluating the organisation's financial performance, developing and reviewing financial plans; providing expert consultations,

preparing regular reports and management presentations; analysing and designing corporate financial processes.

### **36 Technician**

#### **361 Assistant technician**

Performing routine technical tasks according to established procedures and operating regimes, involving physical and sensory load and a certain level of material responsibility. Carrying out repetitive and verifiable operational and technical tasks based on detailed instructions, with limited choice of work methods and partial connections to a small set of additional systems. Maintaining records of simple data, e.g. scheduled repairs, vehicle operations, etc.; processing basic operational documentation; performing basic graphic design of objects.

#### **362 Technician I**

Performing diverse technical tasks with specified inputs, methods of execution and specified outputs, involving a potentially high material responsibility, responsibility for the health and safety of others, or sensory load, with precise and numerous connections to other processes and events. Conducting individual, easily controllable technical processes and operations according to precise procedures, with increased demands for accuracy and reliability. Organising transportation; operating technical equipment; basic computer and technology operation; routine data entry; printer operation.

#### **363 Technician II**

Performing complex technical work interconnected with other processes, involving high liability for extensive damage that is difficult to repair. Determining technological procedures and ensuring the proper technical condition of selected equipment. Carrying out more complex controllable technical processes and operations. Procuring spare parts, developing inspection and maintenance plants, performing routine and intermediate repairs; creating product prototypes; preparing designs and independently creating patterns; maintaining technical records of work progress; managing assembly, disassembly, repair and servicing of end-user technical equipment, including commissioning; ensuring technical operation and dispatching; evaluating chemical processes; maintaining relevant operational and technical documentation.

#### **364 Technician III**

Performance systemic technical work that encompasses various fields of activity with broad scope, usually associated with liability for irreparable damage. A complex set of technical activities using unspecified methods and procedures, with broad connections to other processes and requiring decision-making based on different criteria. Organising technical operations; ensuring and coordinating the development of systems of technical and technological equipment; conducting analyses and studies on the development of technical and technological equipment, preparing relevant technical documentation; maintaining PCs, peripherals and computer networks of a small-scale; troubleshooting common issues of PCs, peripherals and small-scale computer networks.

#### **365 Chief technician**

Performing systemic specialised technical work that involves a set of fields or a field with extensive internal structure and external connections. Coordinating a comprehensive range of technical activities using unspecified methods and procedures, with broad connections to other processes and requiring decision-making based on different criteria. Discovering new procedures and unconventional problem-solving methods. Transferring and applying methods and practices from other fields. Coordinating activities related to ensuring technical operations, developing systems of technical and technological equipment, conducting analyses, studies, concepts and forecasts for the development of technical and technological equipment; independently developing creative

designs for new technical equipment, preparing relevant technical documentation; performing more complex maintenance of PCs, peripherals and computer networks of a large scale; troubleshooting major computer network issues; creating complex layout and detailed design solutions and technical calculations for technological equipment; preparing budgets for technical or operational sets.

### **37 Coordinator**

#### **371 Coordinator I**

Performing specialised work focused on coordinating and directing activities in multiple fields or a field with extensive internal structure and external connections. Making decisions, coordinating and ensuring various processes from different sectors and fields. Planning, organising, managing, coordinating, ensuring and controlling the implementation of smaller project projects within the workplace or its unit; evaluating projects; selecting employees and assembling project team; controlling and making decisions regarding changes in the project to achieve defined project objectives; deciding on the selection of resources and suppliers for the project, including procurement processes; planning the project timeline, breaking it down into individual activities and tasks, including their requirements for personnel, resources and financing.

#### **371 Coordinator II**

Performing creative work where the subject of coordination is an industry as a set of interrelated fields or the most demanding fields of fundamental importance with deep interdisciplinary connections. Coordination and assurance activities with unspecified inputs, solution methods and outputs, with potential links to the whole spectrum of other activities with a high level of responsibility. Managing, organising, coordinating and ensuring large and complex projects within a unit or school; evaluating projects; selecting employees and assembling project teams; controlling and making decisions regarding changes to the project to achieve defined project objectives; deciding on the selection of resources and suppliers for the project, including procurement processes; planning the project timeline, breaking it down into individual activities and tasks, including their requirements for personnel, resources and financing.

### **38 Manager**

#### **381 Manager I**

Management and organisation of simple organisational units associated with a lower level of responsibility. Development of internal procedures and instructions for performing specific tasks, assignment of partial tasks; monitoring the results and performance of individual subordinates; quality control of outputs from the assigned workplace, training and integration of subordinate employees.

#### **382 Manager II**

Management and organisation of more complex organisational units, or other subordinate organisational units, associated with a higher level of responsibility. Development of internal procedures, methodologies and instructions related to the performed activities of the workplace; proposing improvements to the workplace process; ensuring the vision and strategies of the managed workplace; quality control of outputs from the assigned workplaces; negotiations with external bodies within the managed workplace.

#### **383 Chief manager**

Management and organisation of major organisational units with complex organisational structures, associated with a high level of responsibility. Responsibility for developing strategies, methodologies and organizational instructions for management areas; defining visions and directions for the development of managed areas; responsibility for process improvement of

managed areas; quality control of outputs from organisational units and assigned workplaces; negotiations with external management bodies.

### **Blue-collar staff member**

#### **40 Blue-collar staff member**

##### **401 Assistant blue-collar staff member**

Performing ancillary work according to precise procedures and instructions, with normal physical and low sensory load, and without connections to other activities. Simple handling tasks; unilateral load on small muscle groups; food preparation work; dishwashing; simple cleaning tasks; waste removal; basic building maintenance.

##### **402 Blue-collar staff member I**

Performing homogeneous tasks with minor connections to other process or unit activities, generally with low material responsibility and normal sensory load, or increased physical load or risk of occupational injury. Production of simple types of hot and cold meals; service in catering establishments; driving road motor vehicles and buses; maintenance work of electrical, mechanical or construction nature; carpentry, varnishing, painting plumbing and maintenance work, including minor repairs; providing security for buildings; more complex minor building maintenance; performing general heavy cleaning.

##### **403 Blue-collar staff member II**

Performing comprehensive diverse service tasks according to given procedures and operating regimes involving a certain material responsibility, sensory load, risk of occupational injury or high physical load, and other operational connections. Significant load on large muscle groups in very difficult working conditions. Management, maintenance and repairs of motor vehicles; production and serving of common types of hot meals; production of technologically demanding specialties of hot cuisine; organisation and provision of cleaning work and additional services in accommodation facilities; installation, reconstruction, maintenance, testing and adjustment of low-voltage equipment; performing maintenance and repair work, performing routine, medium and general repairs of machinery and equipment; ensuring the operability of machinery and equipment; planning and providing spare parts.

##### **404 Foreman**

Performing diverse specialised work with potentially high material responsibility, responsibility for the health and safety of others or sensory load, with precise and numerous connections to other processes and events. Management and organisation of individual easily controllable technological, operational and other processes and equipment according to precise procedures with increased demands for accuracy and reliability; performing individual creative craft work; production of demanding specialties, production of cold food specialties; plumbing and heating work, such as independent assembly and repair of distribution systems and equipment.