



## Annexe to the Rector's Ordinance R 568

### Catalogue of non-academic staff positions at the University of South Bohemia in České Budějovice

#### 1st job group – 1st wage category

1. Cleaner
2. Operations employee
3. Doorkeeper
4. Laboratory technician
5. Administrative and clerical employee
6. Warehouse keeper

#### 1. Cleaner

**CZ-ISCO:** 91121, 91123

Performing routine cleaning, taking out the garbage, performing disinfection, cleaning carpets with an electric vacuum cleaner. Mopping floors, e.g. PVC and tiles.

Mechanical washing, wire and polishing of floors, cleaning of lighting fixtures, mechanical knocking of carpets, cleaning, cleaning and disinfecting of toilets, cleaning of windows (including lifting) including simple vents, mirrors, partitions or walls with oil coating, tiles, etc.

#### 2. Operations employee

**CZ-ISCO:** 94120

Assisting in the production of food, such as collecting, washing and cleaning dishes, operating manual kitchen machines.

Ensuring the operation of the cloakroom. Receiving and dispensing items in the cloakroom.

#### 3. Doorkeeper – services without money collection

**CZ-ISCO:** 54141

Services to hotel guests including baggage handling and room key issuance. Checking in and out of staff and visitors, including providing information and spot-checking hand luggage of departing guests. Checking arrivals and departures of all types of vehicles, issuing keys, closing and opening the premises, making rounds of the premises, monitoring security alarms.

#### 4. Laboratory technician

**CZ-ISCO:** 32122, 32123, 31415, 75152, 31165

Washing, sanitation and sterilization of laboratory glassware and apparatus. Operation of distillation apparatus. Keeping records of samples. Determination of dry matter in organic samples.

#### 5. Administrative and clerical employee

**CZ-ISCO:** 41100

Carrying or otherwise handling documents or office supplies and materials.





Recording documents and keeping records of them. Capturing data on storage media.

## 6. Warehouse keeper

**CZ-ISCO: 83443**

Receiving, storing and preparing the dispatch of goods (products) in the warehouses as instructed, or operating mechanisation equipment. Participating in creating inventories of goods (products) and stocktaking.





## 2nd job group – 2nd wage category

1. Cleaner
2. Assistant cook
3. Cashier
4. Secretary
5. Doorkeeper
6. Receptionist
7. Salesperson
8. Locksmith
9. Warehouse keeper
10. Electrical mechanic
11. Motor vehicle driver
12. Laboratory technician
13. Administrative and clerical employee
14. Printer
15. Maintenance worker
16. Carpenter

### 1. **Cleaner**

**CZ-ISCO:** 91121, 91123

Carrying out complex heavy cleaning, e.g. after painters, with the possible use of various mechanised cleaning machines, or cleaning large areas using self-propelled machinery.

### 2. **Assistant cook**

**CZ-ISCO:** 51203

Production of simple types of hot and cold meals from semi-finished products according to established work procedures, production of soups and side dishes for main meals.

Finishing and regeneration of meals, dispensing of meals and other work in the kitchen related to the production of parts of meals.

Production of common types of food.

### 3. **Cashier**

**CZ-ISCO:** 52302

Receiving money and checking the prices of purchased goods and any additional sales, cash inventory or receipt of cash documents and their control consisting in comparing the goods dispatched (food, beverages) with the data on the document, checking schedules, possible documents for invoicing (cashier).

### 4. **Secretary**

**CZ-ISCO:** 41200

Handling the administrative affairs of the manager and carrying out all administrative and technical work, including taking minutes of meetings.

### 5. **Doorkeeper (with collection)**

**CZ-ISCO:** 54141

Taking care of guests in accommodation facilities during arrival, stay and departure, providing various services to guests (e.g. handling luggage, issuing keys); issuing keys, closing and opening facilities, **services related to**





**money collection**; conducting rounds of the facilities, monitoring security signalling devices; controlling and recording arrivals and departures of vehicles with a demanding entry regime, monitoring movement in and out of the premises, minding, guarding and security supervision in car parks.

## 6. Receptionist

**CZ-ISCO: 42240**

Taking care of rooms, their accessories and inventory in international hotels, taking care of guests. Handling minor complaints, keeping a handy store of linen and auxiliary material.

Receptionist work in accommodation establishments without separate concierge activities, revenue collection, or collection for other services (concierge with reception service).

## 7. Salesperson

**CZ-ISCO: 52232**

Offering and selling goods independently, receiving, storing, displaying and arranging goods in the shop, collecting or issuing the necessary documents for the cash register.

Independent sales of goods or services of a demanding assortment, its acceptance, storage, care, arrangement in the shop, research of consumer demand, participation in inventories, independent handling of complaints.

Independent sale of goods and hot meals in canteens and buffets, coupled with plate preparation.

Independent sale of goods and hot meals in canteens and buffets associated with the preparation of plates, possible treatment of food supplied in hot, chilled or otherwise preserved form.

## 8. Locksmith

**CZ-ISCO: 72223**

Repair of hand presses including removal of plain bearings, repair or replacement of gears and racks. Independent maintenance locksmith work, for example, repair and replacement of locks or liners of all kinds, production, modification and repairs of keys. Repairs and maintenance of metal parts of furniture (swivel, wheelchairs). Locksmith repairs on window closing mechanisms, vents, phase blinds, etc.

## 9. Warehouse keeper

**CZ-ISCO: 83443**

Independent receipt, storage, treatment and dispensing of goods and materials in in-house warehouses. Preparation of shipments according to delivery schedules and responsibility for their completeness. Maintaining prescribed records and participating in inventory taking.

Organisation of work in the assembly of goods and materials for customers by selecting from individual pallets according to computer-processed reports. Troubleshooting common functional faults of mechanisation equipment. Carrying out stocktaking, keeping prescribed records, carrying out stock lists and issuing reports for complaints procedures.

## 10. Electrical mechanic

**CZ-ISCO: 74121, 74123**

Assembling and wiring direct current electric rotating machines without additional devices, such as tachogenerators and brakes. Assembling transformers including their wiring and testing (transformer capacity up to 5 kVA).





#### 11. Motor vehicle driver

**CZ-ISCO:** 83221

Driving road motor vehicles with a gross vehicle weight of up to 3.5 t.

Driving, maintenance and routine repair of motor vehicles the maximum permissible weight of which does not exceed 3 500 kg.

#### 12. Laboratory technician

**CZ-ISCO:** 32122, 32123, 31415, 75152, 31165

Preparation of one-component solutions. Performing partial tasks of basic microbiological tests.

Performing simple serial chemical, microbiological and biochemical analyses including basic evaluation.

Preparation of multicomponent solutions. Simple sample preparation for principal component analysis.

#### 13. Administrative and clerical employee

**CZ-ISCO:** 41100

Performing a variety of administrative work according to standard procedures or framework instructions. Copying texts from manuscripts or writing from dictation or sound recordings. Scanning documents, including visual inspection.

Working with a text editor. Ensuring the operation of the mailroom and the dispatch office. Maintaining file records and preparing shredding procedures in accordance with the relevant regulations. Retrieving and providing stored file documentation in accordance with established procedures.

#### 14. Printer

**CZ-ISCO:** 73220

Preparation of the printing form, machine adjustment and printing of multi-coloured single- and double-sided works on a small-format machine up to B3 format.

#### 15. Maintenance worker

**CZ-ISCO:** 72223

Maintenance work of an electrical, mechanical, or construction nature, carpentry, painting, plumbing work including less demanding repairs

#### 16. Carpenter

**CZ-ISCO:** 75220

Planning wood, cuttings, mouldings, and large-area materials on thickness planers of three or four sides and flat milling machines, including their setup.

Assembly and disassembly of cabinet furniture bodies. Milling cuttings, mouldings, and flat materials with a material removal area over 4 cm<sup>2</sup>, or milling full surfaces and frame assemblies, such as partition walls, balcony frames, around the perimeter.





### 3rd job group – 3rd wage category

1. Cook
2. Butcher
3. Salesperson
4. Bricklayer
5. Plumber – heating engineer
6. Maintenance electrician
7. Locksmith
8. Carpenter
9. Warehouse keeper
10. Electrical mechanic
11. Motor vehicle driver
12. Administrative and clerical employee
13. Librarian
14. Printer
15. Archivist
16. Laboratory technician
17. Facilities manager
18. Cashier
19. Accountants
20. Officer
21. Secretary
22. Information and communication technology operator
23. Technician

#### 1. **Cook**

**CZ-ISCO: 51201**

Production and dispensing of common types of hot meals and desserts; production of complex cold dishes; production of technologically demanding hot meals.

Production of technologically demanding hot meals, cold specialities or independent production of meals in accordance with mandatory nutritional standards.

Determination of technological procedures and their calculation in large-scale food production, including control of their compliance, compilation of own recipes, menus and ensuring the correct gastronomic composition. Production of demanding specialities of Czech cuisine and cuisines of foreign nations, production of cold cuisine specialities for banquets and receptions including preparation of own recipes. Production of the most complex dietary meals in accordance with the dietary system binding in health care institutions. Production of meals with restrictions in the dietary regime or in the provision of preventive and therapeutic nutrition within the framework of standardised provision of nutritional care.

#### 2. **Butcher**

**CZ-ISCO: 75111**

Professional work in slaughtering and processing meat.

#### 3. **Salesperson**

**CZ-ISCO: 52232, 52239**

Organisation of work in the assigned sales section.

Carrying out business and other professional activities related to the operation of bookstores, distribution, promotion and other areas of the book trade. Management of the cash control room, including the handling of cash and non-cash payments and payments in foreign





currency. Providing customer service, handling queries, complaints and claims. Collecting information from book wholesalers on titles and prices offered. Carrying out inventory.

#### 4. Bricklayer

**CZ-ISCO: 71121**

Building partitions from all types of materials, including the execution and repair of sharply edged plastering. Pouring concrete for simple concrete structures.

Laying facing masonry from bricks, blocks, and glass blocks. Performing and repairing single-layer smooth plasters. Performing and repairing internal paving. Pouring concrete for construction structures with complex and dense reinforcement (up to 90 kg/m<sup>3</sup>), bearing walls, lintels, columns, and cornices. Demolishing load-bearing structures of a building (bearing walls, foundations, lintels, self-supporting stairs, vaults, ceilings, etc.) with appropriate securing

Laying rough masonry and simple vaults. Performing and repairing plasters smoothed with a steel trowel, stucco, and refined scraped finishes. Performing and repairing combined interior pavings and claddings with various types of materials. Pouring concrete for construction structures with complex and dense reinforcement (over 90 kg/m<sup>3</sup>). Performing masonry repairs of cisterns, fireplaces, and other architectural parts with decorations using papier-mâché, dabbing, spraying, and scraping as required by the type of decoration. Building, adjusting, and supplementing historical bindings of brick and stone masonry with prescribed jointing methods and connecting to the original masonry.

#### 5. Plumber – heating engineer

**CZ-ISCO: 71261, 71262, 71263, 71264**

Plumbing and heating work, e.g. separate installation of domestic gas piping with accessories, separate installation and repair of central heating systems with boiler rooms, installation and repair of domestic water piping with accessories, including testing.

Installation and repair of residential plumbing and furnishings connected to sewerage, water and gas, such as bathroom fixtures, closets and laundry rooms.

Independent installation and wiring of gas appliances, including adjusting heat protection control elements and performing functional tests. Independent installation and repair of pipes and fittings in boiler rooms, independent installation and repair of central heating systems with boiler rooms, engine rooms including carrying out tests. Independent installation and repair of domestic water supply pipework with fittings including carrying out tests.

#### 6. Maintenance electrician

**CZ-ISCO: 74110**

Repair and maintenance of electrical installations in buildings or electrical equipment, including testing of their function. Inspection and repair of portable power tools, such as hand-held power drills, grinders, soldering sets, including replacement of defective parts with a record of the result of the inspection. Continuous checking of the condition and operation of electrical machinery and equipment, troubleshooting common operating faults. Controlling the operation and servicing of power equipment up to 1 MW or local power sources (diesel generators, etc.), including distribution accessories. Inspection and repair of transformer components, measurement of insulation condition and oil change.

Repairs of electrical installations and electrical equipment of machine tools and forming machines in the form of replacement or direct repair of damaged electrical equipment, including testing of their function. Replacement of distribution transformers up to 630 kW, testing after wiring. Locating damaged parts of rotary welding units, welding transformers or resistance welding machines, including replacement of defective parts. Testing the function of the equipment. Installation of new electrical power distribution systems in buildings including preparation of drawings. Fabrication and installation of distribution boards for distributing electrical energy in buildings, including the installation of connections to main and subsidiary distribution boards. Installation of new





and repair of damaged lightning protection systems, including measuring soil resistances and conductivity for the installation of ground rods.

## 7. Locksmith

**CZ-ISCO: 72223**

Repair of gearboxes and variators with a power output up to 3 kW, disassembly of gearboxes, repair or replacement of gears, bearings, assembling gearboxes and testing their functions. Routine repairs of equipment in hydroelectric power plants, such as lubrication or cooling systems, closures, centrifugal or gear pumps. Medium repairs of woodworking machines, such as drawing machines, tool grinders, belt sanding machines.

Routine and medium repairs (including service methods) of superstructures on various types of mobile cranes (repairs of drive units, hydrodynamic pumps, distributions and working cylinders, gearboxes, etc.), repairs of overload signalling including testing and adjusting all mechanical and hydrodynamic nodes. Inspection and repair of parts of complex mechanisms and other special materials, such as hydraulic pumps, gearboxes. Repairs and assembly of water, powder, foam, and special fire extinguishers. Ensuring the operation of the mechanical part of backup power sources with a capacity greater than 75 kVA. Performing inspections of passenger and freight elevators in buildings.

## 8. Carpenter

**CZ-ISCO: 75220**

Repair of furniture including office furniture and other wooden and chipboard parts of interior furnishings. Independent fabrication of plane constructions of relief map tables.

Performing carpentry construction work, such as installing large and complex windows and doors made of hardwood, stylistic windows and doors, panelling walls and ceilings based on architects' designs, fitting curved stairs with slanted steps and bends, fabricating and installing handrail curves from hardwood with customization and shaping. Individually crafting large-format spatially curved models of relief maps with adjustments to the used projection and map scale, and other special products for geographical security needs. Independently creating individual and prototype products, such as veneered polished cutlery cabinets, cut veneered and polished seating furniture.

## 9. Warehouse keeper

**CZ-ISCO: 83443**

Organisation of the receipt, storage, treatment and dispatch of goods or raw materials in a wide range of products including entry and exit control. Maintaining stock levels according to computer data and suggesting disposal of excess stock. Management of returnable packaging. Carrying out inventories including maintaining prescribed records. Routine maintenance of machinery and other warehouse equipment.

Organisation and control of the goods acceptance in terms of type and quantity, their storage on free palletisation places determined by computer command. Operation of stackers with program-controlled storage mode.

## 10. Electrical mechanic

**CZ-ISCO: 74121, 74123**

Wiring of very complex equipment or control stations (control panels) over 600 conductors. Testing of controlled thyristor converters for electric drives. Repair of laboratory measuring instruments with an accuracy of 0.2 %.

Managing tests and commissioning of the most complex prototype equipment.

## 11. Motor vehicle driver







#### **CZ-ISCO: 83221**

Driving, maintenance and repair of road motor vehicles with more than 9 seats, including the driver, or vehicles with a total weight of more than 3.5 t. Carrying out medium and general repairs of cars, including adjustment of engine operation, repair and adjustment of air, hydraulic and electrical systems. Installation and repair of functional parts of motor vehicles, such as carburettors, gearboxes, distributors, starters and axles, including alignment.

Driving, maintenance and routine repair of motor vehicles for the transport of goods whose maximum permissible weight exceeds 3,500 kg but does not exceed 12,000 kg.

Driving, maintenance and repair of motor vehicles for the carriage of passengers which have more than 8 seats in addition to the driver's seat and whose maximum permissible weight does not exceed 5000 kg. Driving, maintenance and repair of motor vehicles for the carriage of goods the maximum permissible weight of which exceeds 12,000 kg.

#### **12. Administrative and clerical employee**

##### **CZ-ISCO: 41100**

Arranging shredding procedures. Ensuring the operation of the electronic mailroom. Maintaining file records containing classified information and data protected under the relevant legislation, including their storage and the preparation of shredding procedures in accordance with the relevant legislation. Working with a database system or spreadsheet, including the creation and completion of data and text databanks controlled by a user program or system and the creation of pre-programmed tables, charts, etc.

Comprehensive provision of filing services and pre-archival care of documents. Ensuring the shredding management of materials containing classified information and data protected under the relevant legislation. Carrying out deliveries and operations by means of data boxes to the extent specified.

#### **13. Librarian**

##### **CZ-ISCO: 26220**

Performing basic library work, such as lending services, according to precise documents and instructions.

#### **14. Printer**

##### **CZ-ISCO: 73220**

Performing expert bookbinding work on bookbinding and rebinding, processing non-industrial bindings including manual board making, cartonnage, and cutting work. Cartographic processing by drawing or engraving, including glueing descriptions, symbols, and conducting repairs of simple publishing originals. Processing complex one- and two-colour autotypes (e.g. complex magazines, publications, and promotional brochures), simple three- and four-colour as well as colour printing reproductions of magazines, postcards, books, etc., possibly using stabilized processes and masking methods. Repairs and adjustments of loading and unloading devices including operation on two-colour and multicolour printing presses.

Preparation of printing forms, machine adjustment and printing of single-colour works on one and two sides on sheet-fed machines, printing of multi-colour works on small-format machines. Printing on sheetfed machines of single-colour double-sided simultaneous works, multi-colour works. Printing of colour works on small-format machines.

#### **15. Archivist**

##### **CZ-ISCO: 26211**

Processing of archival inventories.

Carrying out partial specialised archival organisation and access work according to the established methodology.





Performing basic loan service work independently, for example, checking the issue and return of archival items, including checking the condition of returned archives. Processing new acquisitions of reproduction protection and study copies of archival items and carrying out revisions and checks on their condition. Processing electronic inventories and simple databases in analogue or digital form, archival holdings and collections. Making digital copies of archival items, marking them and keeping related records.

#### 16. **Laboratory technician**

**CZ-ISCO:** 32122, 32123, 31415, 75152, 31165

Comprehensive analysis of samples by simple instrumental methods.

Independent setting up and evaluation of microbiological experiments not requiring a special approach to occupational safety in relation to the pathogenicity of organisms. Multi-stage sample preparation for principal component analysis.

Comprehensive performance of special analyses of samples by simple instrumental methods. Preparation of comprehensive sets of results including their evaluation and documentation. Independent multi-stage preparation and treatment of samples for trace analysis. Decontamination of laboratory glassware for trace analysis and for biological and microbiological analyses requiring a high degree of cleanliness, including operation of a special washing machine and process quality control.

#### 17. **Facilities manager (preschool)**

**CZ-ISCO:** 33432

Support in creating, deepening and strengthening basic hygiene and work habits in client care. Working together to strengthen the social and social contacts of clients (basic educational non-teaching activities) and at the same time routine janitorial work, such as operating the heating system and simple maintenance of the school or school building and its equipment, opening and closing the building, operating the main energy locks, changing light bulbs and fuses, supervising the proper use of the common facilities of the building, and at the same time janitorial work, including small craft work in the repair and maintenance of the school or school building, its facilities and technical equipment, such as maintenance work, gardening, glazing, masonry, locksmithing, and painting.

#### 18. **Cashier**

**CZ-ISCO:** 52302

Cash handling.

Providing cashier services for the needs of the organisation including receiving and issuing money to the public.

#### 19. **Accountant**

**CZ-ISCO:** e.g. 43111, 33133, 33131

Comprehensive management of invoicing within the organisation. Calculation of travel expense compensations according to specific regulations.

#### 20. **Officer**

**CZ-ISCO:** e.g. 33439 (for the area of public procurement, science and research, student affairs office, international relations), 33139 (for the economic area), 33138 (for the area of human resources), 41100 (for the area of file service, mailroom) 33432 (for the area of property management), 33391 (for the area of external relations, communication, marketing), 33434, 31198 (for the area of OSH and FP)

Preparation and processing of basic forms or paper documentation that is then used by other offices or employees. Obtaining and processing relevant information related to the focus of the office. Handling comments





and complaints.

Calculations and summaries of values and comparisons of physical and accounting balances of assets. Calculations of charges for the use of assets according to general methodologies or regulations. Arranging minor repairs and maintenance of assets.

Carrying out inventories, preparing inventory lists and verifying the physical and accounting status of assets.

Preparation and completion of documents and documents for foreign business trips of individual persons, such as travel documents, tickets, air tickets, insurance, travel orders and payment vouchers.

Preparation of manuals and similar material (lists, directories) for the public to explain the procedure for dealing with their affairs in matters relating to the whole of the Authority. Providing comprehensive information on a variety of facts, events, data, and processes with interconnections and interrelationships, such as services, attractions, accommodation, catering and prices.

Providing information to citizens in the handling of their matters regarding the substantive, local, and functional jurisdiction of all territorial administrative authorities and municipal bodies. Monitoring public opinions, complaints and comments on the organisation's activities. Providing expert information in various fields according to established documentation and procedures, such as historical, geographical and natural history.

Carrying out partial professional work in the area of fire protection in preparation for emergencies and crisis situations. Preparation of documents and simple documentation in the area of fire protection. Carrying out sub-professional work in preparation for emergencies, ensuring emergency survival, providing warning, evacuation, humanitarian aid and sheltering persons from imminent danger.

## 21. Secretary

**CZ-ISCO:** 41200

Handling a manager's administrative affairs, handling correspondence according to general procedures and drawing up and coordinating the running of daily schedules as directed by the manager.

Coordination of secretarial, administrative and technical or other operational and technical work.

## 22. Information and communication technology operator

**CZ-ISCO:** 41321, 41322, 41323

Operating specialised ICT equipment and providing links to information systems, for example, post-processing of text and images after scanning.

Data output from public information system databases, using special communication systems where appropriate.

## 23. Technician

**CZ-ISCO:** e.g. 21499, 35130, 31199

Diverse professional work with assignments according to standard procedures, with defined outputs and links to other processes, directing simple routine and handling work.

Ensuring activities associated with procurement and management of maintenance, repairs, and operations in accordance with legal regulations in the fields of water, sewage, heating, gas, electricity, and elevator rescue. Communicating with service providers related to property use, familiarity with construction and craftsmanship. Accepting works, repairs, and maintenance carried out in houses and buildings approved and managed according to the instructions of a superior. Maintaining operational records.





#### 4th job group – 4th wage category

1. Cashier
2. Administrative and clerical employee
3. Printer
4. Specialised electrician
5. Librarian
6. Laboratory technician
7. Chef
8. Officer
9. Human resources officer
10. Payroll accountant
11. Accountant
12. Programmer
13. Information and communication technology administrator
14. Information and communication technology operator
15. Coordination and project officer
16. Technician
17. Locksmith

##### 1. **Cashier**

**CZ-ISCO:** 52302

Providing cash services in domestic and foreign currencies for the public.

##### 2. **Administrative and clerical employee**

**CZ-ISCO:** e.g. 41100

Comprehensive provision of filing services and pre-archival care for documents involving classified information or data protected under the relevant legislation or coordination of multiple filing offices. Comprehensive electronic filing services and the delivery and execution of acts by means of data mailboxes. Directing and coordinating the filing service, including drafting the relevant internal rules (filing rules).

##### 3. **Printer**

**CZ-ISCO:** 73220

Preparation of printing plates, machine setup, and printing on sheet-fed colour printing presses.

Adjusting machines and printing complex colour printing jobs requiring precise adherence to colours and artistic styles based on originals, such as artistic monographs and paintings on sheet-fed presses. Printing topographic, special, and atlas maps. Printing complex colour printing jobs on high-speed web-fed rotary presses.

##### 4. **Specialised electrician**

**CZ-ISCO:** 74110

Repair of electrical installations of program-controlled production machines and equipment, injection moulding machines, machine tools, welding machines, injection moulding machines, machining centres, etc. Repairs of electrical installations of complex machine tools of domestic and foreign production without technical documentation (multi-spindle drilling machines, milling machines, grinding machines, etc.). Management and execution of maintenance and repair of automatic equipment with measuring, control and signalling technology with applied microelectronics.

##### 5. **Librarian**





## **CZ-ISCO: 26220**

Independent operation of a library with a universal collection and local scope. Organising the library collection in libraries with local scope. Revision of library collections and processing of library holdings for the needs of the lending process in libraries with local scope. Updating of catalogues according to established methodologies in libraries with local competence. Basic information services in the libraries with local competence. Independent securing of remits related to the preservation of collections (microfilming, digitisation, care of library collections).

Independent operation of a library with a universal collection and regional scope. Library and bibliographic, reference and information services in libraries with local scope. Provision of national interlibrary loan services in libraries with local scope. Organisation of library collections with a regional scope. Independent cataloguing in accordance with standards and established methodologies in libraries with local scope. Revision of library collections in libraries with regional or provincial scope. Creation of metadata and insertion of digital objects into the digital library in the library with local scope.

## **6. Laboratory technician**

**CZ-ISCO: 32122, 32123, 31415, 75152, 31165**

Independently perform the most complex laboratory operations such as pH measurement, mineralisation and extraction, including basic work in the laboratory information and control system. Special work on complex instruments including verification of their function. Decontamination of special laboratory glassware for the purpose of ultra-trace analysis including process quality control. Independent performance of microbiological analyses, including analyses with pathogenic microorganisms except for agents of serious infectious diseases.

Independent laboratory work of a research and development nature. Preparation of basic and working standard and calibration solutions for instrumental analysis, ensuring full metrological continuity. Verifying the correct operation of laboratory instruments, setting up and programming them including diagnosis of common faults and process quality control. Performing laboratory work independently using a variety of methods and multi-step work such as multi-step synthesis, analysis and preparation of substances, basic validation of instruments and methods including work in the laboratory information and control system. Independently performing laboratory identification of seeds, sprouts, pests or pathogens.

## **7. Chef**

**CZ-ISCO: 34341**

Production of demanding specialities of Czech cuisine and cuisines of foreign nations, production of cold cuisine specialities for banquets and receptions including the compilation of own recipes. Provision of hospitality services with the production of hot meals, management of administrative and economic remits.

Organisation of work in the production of meals associated with material responsibility, setting and implementing technological procedures and calculations in the large-scale production of a wide range of products, setting and ensuring the correctness of the gastronomic composition of meals, rational nutrition and ensuring the production of demanding specialities.

## **8. Officer**

**CZ-ISCO:** e.g. 33439 (for the area of public procurement, science and research, student affairs office, international relations), 33139 (for the economic area), 33138 (for the area of human resources), 41100 (for the area of file service, mailroom) 33432 (for the area of property management), 33391 (for the area of external relations, communication, marketing), 33434, 31198 (for the area of OSH and FP)

Specialised work according to set procedures, independent solution of set tasks. Directing and coordinating less complex work.

Preparation of material documents for the conclusion of contracts relating to the maintenance, repair or equipping of assets. Comprehensive management of individual parts of property files. Monitoring the implementation of the asset management budget. Handling requests for the acquisition, repair and maintenance of assets by type, checking the items and amounts invoiced for the assets acquired. Keeping full and detailed





operational records of assets, carrying out checks against the accounting records of those assets, management of documented procedures including measures taken upon identifying undesirable conditions.

Preparation and implementation of public contracts. Carrying out activities related to the preparation, award, and checking public contracts. Supervising compliance with internal regulations, ensuring complete archiving of documentation on procurement procedures.

Providing administration of the property of the organisation or the property of the state within the defined scope, its acquisition, preservation, sale or other forms of disposition. Drawing up property management plans according to calculations, summaries, inventory results and needs. Summarising draft contracts in the management of property. Organising tenders for operational actions in asset management.

Preparation of foreign business trips and foreign visits, organizing programmes, meetings and negotiations with foreign partners. Processing of travel orders for foreign business trips, including claims for travel compensations.

Identification of foreign business contacts (visits and trips) during mass events (international conferences, seminars, etc.). Organising and coordinating the organisation's foreign travel and foreign visits, including the performance of sub-professional work in the area of foreign relations. Coordinating the timing and content of travel within the organisation and with foreign partners. Managing the organisation's foreign exchange related to staff travel abroad, including providing input for budgeting and monitoring of spending.

Preparation and organisation of information and popularisation events for the public, such as open days. Evaluating the public's views on the activities of the organisation, the administrative authority or the local authority. Obtaining a variety of information from different sources, including sorting and providing it for further use and preparing research according to general assignments. Ensuring the publication of up-to-date information from the organisation, the administrative authority or the local authority in the form of popular information material. Providing specialised professional information and consultation in a defined sub-section in real time.

Monitoring of periodicals, evaluation of their approach to selected topics, processing of daily press monitors, including statistical reports. Ensuring publicity for major social events or certain working meetings. Preparing analyses and evaluating publicity and suggestions from the public on the activities of the organisation, the administrative authority or local authorities, including proposals for further action. Preparation and organisation of information and publicity events with an impact on the broadest groups of the population, including liaison with the media and organisation of press conferences.

Verifying and checking compliance with safety regulations, use of protective equipment, devices, aids and compliance with safety procedures. Comprehensive monitoring of the health and safety of the working environment and making proposals for the elimination of deficiencies.

Conducting analyses of accident and illness rates, investigating accidents and breakdowns in production and operation with consequences for the health and lives of employees, including accidents and breakdowns caused by employees. Liaising with external health and safety authorities. Training and verifying the level of knowledge of employees in the area of occupational safety and health. Independent provision of tasks and measures in relation to employees, natural and legal persons in the event of fire in the area of their notification, warning, evacuation, emergency provision and organisation of rescue work. Performing tasks related to emergency and crisis preparedness. Protection of classified information and special facts.

Verifying the amount of payment obligations and issuing prescription, depreciation and recharging payment vouchers. Accepting mail or remittances to provide postal service to the public, issuing mail or paying remittances to the recipient at a Postal Service facility, and providing other postal or other services to the public under terms and conditions agreed with the postal operator.

Tracking and recording of financial assets. Ensuring the circulation remit. Liaising with the bank.

Preparation of documents for business negotiations or for concluding business contracts. Handling individual sections of the commercial remit. Preparation of economic analyses, monitoring of the business situation, including proposals for measures in the business area.

Preparation of proposals for promotional events. Commissioning the implementation of promotional events. Arranging the preparation and procurement of promotional items. Ensuring all ways and forms of promotion of the organisation or a section of its activities. Designing, arranging and organising promotional events. Coordinating promotion with other offices of the organisation.





Providing transport in organisationally complex conditions. Coordination of journeys of individual homogeneous vehicles, transport and transport means and drivers, or other transport staff. Organising the operability of means of transport, the competency of drivers and other transport staff. Ensuring the insurance affairs within the remit of the transport office. Independently checking the general condition of homogeneous types of motor vehicles before leaving to decide on the operation of the vehicle or how to carry out repairs.

Organisation of a large range of regular and irregular journeys of vehicles and crews according to the orders of transport users. Planning and optimization of routes. Ensuring the operation, repair and maintenance of a variety of transport vehicles and other equipment, including proposals for the retirement of old and the acquisition of new ones. Arranging and planning the maintenance and repair of materials and raw materials required for transport operations, such as fuel, lubricants and spare parts. Arranging for the transport and shipment of large quantities of materials, goods and people via foreign carriers.

Comprehensive provision of filing services and pre-archival care for documents involving classified information or data protected under the relevant legislation or coordination of multiple filing offices. Comprehensive electronic filing services and the delivery and execution of acts by means of data mailboxes. Comprehensive provision of a filing station service with regional and pan-army coverage.

Preparation and processing of basic forms or paper documentation related to the operation of the mailroom, operation of the data mailbox, distribution of data shipments to other offices, faculties, persons. Processes incoming data messages. Collaboration on document archiving.

Comprehensive provision of filing services and pre-archival care of documents containing classified information and data protected under the relevant legislation, including coordination of the activities of several filing offices. Directing and coordinating the filing service, including drafting the relevant internal regulations (filing rules).

Ensuring the administrative and organisational work of student affairs office. Management, provision and administration of student affairs, registration of students, communication with students, administration of the study information system. Administrative and technical support for the preparation of applications for accreditation of study programmes; administrative support in the area of scientific and pedagogical activities of the school.

Ensuring the economic remit. Processing of primary documents, supplier and customer invoices, advances. Ensuring the related affairs of receivables and payables. Checking outstanding balances and issuing reminders. Ensuring circulation of economic documents. Archiving of documents. Maintaining property records including checking of documents submitted and printing of inventory tags.

Processing and presentation of the results of research projects, especially in administrative terms. Coordination of the reporting of the results of scientific research activities in relation to the evaluating institutions. Dissemination of scientific calls and collection of applications/information, management of the grant project affairs (collection of applications, reporting of results, registration).

Providing and organising marketing and promotional activities and events. Communicating with the media, university staff, companies and other relevant bodies in terms of promoting and marketing university and faculty activities.

## 9. Human resources officer

### CZ-ISCO: 33138

Carrying out partial labour law tasks and human resources work in accordance with established procedures and rules, such as keeping personnel records, preparing and completing labour law and employment documentation and other documents for staff training and for the area of systematisation and organisation. Organising events to improve and supplement staff qualifications. Carrying out sub-tasks in the selection and recruitment of new staff, such as the organisational and technical organisation of the selection procedure.

Handling of employees' labour law matters. Ensuring the implementation of staff training according to the needs of the organisation. Ensuring the implementation of social programmes. Assessing and selecting candidates for admission in the selection process according to established principles and criteria. Classification into wage categories according to the job catalogue. Ensuring and monitoring compliance with labour, employment, social security, etc. regulations.





## 10. Payroll accountant

**CZ-ISCO:** 33132, 43130

Preparation and processing of data and other operations for the calculation of wages, wage compensations, other benefits, sickness insurance benefits, deductions from wages, calculation and payment of income tax, social security and general health insurance premiums for employees (officers), including systematic maintenance and archiving of these and related data. Carrying out registration and notification activities and relations concerning the organisation's employees.

Calculation of wages, payment and settlement of wages, wage compensation and other benefits provided to employees, calculation and implementation of deductions from wages, and handling of employee income tax and social and health insurance premiums.

## 11. Accountant

**CZ-ISCO:** e.g. 43111, 33133, 33131

Carrying out documentary inventories and taking inventory lists. Providing the basis for the determination, calculation and payment of taxes, for example, for establishing the tax base and calculating tax from accounting records, carrying out registration and reporting activities and ensuring other relations with tax authorities.

Performing accounting entries on individual synthetic or analytical accounts and off-balance sheet accounts. Processing documented accounting records and making entries in accounting books. Managing sub-ledgers for accounting in accordance with the obligations set by the accounting act. Maintaining ledgers of analytical accounts for the purposes of specific accounting affairs within the accounting unit. Independently managing the affairs of income tax, value-added tax, and handling tax proceedings with the tax administrator. Ensuring inventory of assets and liabilities.

## 12. Programmer

**CZ-ISCO:** 25140

Creating simple parts of application software. Testing of application software.

## 13. Information and communication technology administrator

**CZ-ISCO:** e.g. 25220

Ensuring the basic functionality and security of an operating computer application or information and communication infrastructure. Database management.

## 14. Information and communication technology operator

**CZ-ISCO:** 41321, 41322, 41323

Data output from multiple databases of public information systems or from databases of public information systems of other organisations. Ensuring the operation of computer applications (tasks), including the organisation, input and processing of information and data. Independent processing of sub-tasks on computer equipment, using special communications equipment where appropriate, including the collection of input and distribution of output data. Operation of computer applications in solving and implementing tasks according to given procedures. Operating printer backup equipment and peripherals. Reporting data on medical procedures performed, medical supplies consumed and pharmaceuticals using codes for health care reimbursement purposes by health insurance companies.

Coordinating the processing of multiple concurrent applications (tasks) according to established projects, especially in complex information and communication infrastructure. Ensuring the operation of complex and special computer applications, their optimal use and the resolution of capacity and other problem situations. Selecting print files, print media, selecting, sorting and managing print queues. Handling non-standard requests for data output from public information systems databases. Coordinating the collection of data on medical







procedures performed, medical supplies consumed and pharmaceuticals using codes for health care reimbursement purposes by health insurance companies and controlling their reporting in medical reporting.

#### 15. **Coordination and project officer**

**CZ-ISCO:** 33439, 33433

Preparation and processing of documents for the preparation of technical and economic studies, assignments, research and development or investment projects.

#### 16. **Technician**

**CZ-ISCO:** e.g. 21499, 35130, 31199

Specialised technical work according to established procedures, regulations and manuals. Solving specified tasks in collaboration with other technical professions or independently (depending on the nature of the task). Directing and coordinating less complex work. Where appropriate, providing technical and administrative support and assistance within a scientific or research team.

#### 17. **Locksmith**

**CZ-ISCO:** 72223

Medium repairs of rotor axles of turbine generators in water turbines. Repair of safe mechanisms, repair of locks and locking devices including key making, opening of cash registers, safes, armoured cabinets and chambers of all types.

Independent execution of finishing work in the assembly and commissioning of functional units of prototype development machines and lines, including verification of their function or repair and modification of complex equipment as part of their modernisation.





## 5th Work group – 5th wage category

1. Specialised librarian
2. Laboratory technician
3. Senior officer
4. Senior human resources officer
5. Payroll accountant
6. Accountant
7. Specialist
8. Non-medical health worker (physiotherapist, nutrition therapist, general nurse, midwife)
9. Carer
10. Assistant manager
11. Editor
12. Information and communication technology operator
13. Programmer
14. Information and communication technology administrator
15. Information and communication technology analyst
16. Coordination and project staff
17. Technician (biological technician, fisheries technician)
18. Investment technician
19. Brewer
20. Distiller
21. Power Engineer
22. Spokesperson

### 1. Specialised librarian

#### CZ-ISCO: 26220

Independent running of a library with a specialised collection. Profiling of collections in libraries with local scope. Library and bibliographic, reference and information services in libraries with regional scope. Provision of national interlibrary loan services in libraries with regional scope. Organisation of preservation and revision of library collections in libraries with regional scope. Updating of library collections in libraries with a regional scope. Independent cataloguing in accordance with established methodologies in libraries with regional scope. Organisation of library collections in libraries with regional competence. Management of the digital library, including the digital data presentation programme in the library with regional scope.

Fund profiling and management of specialised acquisition activities at the regional level. Providing library, bibliographic, reference and information services to users in specialised libraries with a regional scope. Managing and organising specialised independent study rooms in libraries with a regional remit. Provision of national inter-library services in libraries with a national scope. Coordination of the protection and revision of library collections, maintenance and completion of systems for the registration and storage of library collections in libraries with a national scope. Updating library collections in terms of content and type of documents in libraries with nationwide scope. Independent cataloguing according to standards and established methodologies beyond the regional scope. Coordination of interlibrary services in libraries with regional scope. Creation of general factual and bibliographic databases, including document processing. Methodological, consultancy and advisory activities in the library with regional scope (methodologist). Independent administration of a library information system or digital library in a library with regional scope.

### 2. Laboratory technician

#### CZ-ISCO: 32122, 32123, 31415, 75152, 31165

Carrying out specialised laboratory tests on biological material or foodstuffs, for example by electrophoresis using genetic protein markers. Quality control of laboratory methods and their validation in accordance with the laboratory quality manual. Performing complex laboratory work using multiple special instruments with different software including advanced fault diagnosis and troubleshooting within the manufacturer's recommended range and ensuring proper metrological verification status.





### 3. Senior officer

**CZ-ISCO:** e.g. 33439 (for the area of public procurement, science and research, student affairs office, foreign relations), 33139 (for the economic area), 33138 (for the area of human resources), 41100 (for the area of fire service, mailroom) 33432 (for the area of property management), 33391 (for the area of external relations, communication, marketing), 33434, 31198 (for the area of OSH and FP)

Professional and systemic work, addressing tasks independently, coordinating and directing their execution within the team. Comprehensive property management (acquisition, leasing, mortgaging, sale and other forms of disposal) and methodical direction of property management in lower organisational units. Comprehensive handling of the various factually and legally complex forms of disposition of the organisation's large and diverse property files.

Comprehensive management of large and diverse property sets, legally and substantively complex forms of acquisition, lease, pledge, sale and other forms of disposition.

Comprehensive provision of the administrative affairs related to purchasing and investments. Ensuring the administration related to public procurement in accordance with the applicable law, implementing regulations and special rules of grant providers. Consultation, preparation, award and control of small-scale public contracts. Providing consultation and technical support on public procurement to internal customers.

Arranging foreign business relations, searching and securing foreign contacts for the current needs of the organization. Collecting and evaluating information on foreign organisations and institutions or on current events abroad and proposing activities to exploit them.

Comprehensive provision of information, publicity and press relations to the public and the mass media (spokesperson). Determination of approaches and methods of conducting information campaigns in the media, including their preparation and implementation.

Comprehensive provision of methodological, organizational, management and control activities in the area of safety and health of the working and living environment. Comprehensive processing of prescribed fire and emergency documentation, comprehensive provision of information and documents for the processing and updating of the emergency plan and crisis plan. Aggregating emergency and crisis preparedness. Establishment and comprehensive provision of the fire protection system, including the preparation of fire regulations. Establishing and ensuring comprehensive arrangements for emergencies and crisis situations.

Processing and collecting requests for assistance or support projects, conducting analyses of the region's grant opportunities or the use of grants by established contributory organisations and interested regional entities. Preparing documents on investment and non-investment plans for aid or assistance projects in accordance with the regional development programme. Preparation for the region's grant programme in accordance with the region's development programme. Ensuring the administration of the projects and grant programmes of the region's assistance or support during implementation. Consultation of project themes and stakeholder intentions for assistance or support.

Ensuring the organisation's financing (financial resources, credit, clearing and payment). Analysis of receivables and payables. Administration of grants or other earmarked funds. Controlling the use and implementation of grants or other earmarked budgetary resources. Preparation of proposals for pooling funds from public sources, legal entities and individuals, including their evaluation.

Arranging foreign payments. Ensuring the credit policy of the organisation. Coordination of activities related to the application for and receipt of aid and grants and to the fulfilment of obligations arising from the receipt of aid and the final evaluation of the use of aid. Establishing procedures and principles for the selection of applicants for aid, including the evaluation of projects. Preparing and submitting the final settlement of grants and aid awarded.

Ensuring the organisation's business remit and its coordination with other offices. Conducting market research and analysis and proposing business measures. Comprehensive provision of business activities, including the development of programmes and the implementation of international business relations.

Preparation or implementation of individual small-scale investments or parts of large-scale investments. Collecting and evaluating construction requirements, determining optimal methods of implementation and preparing procurement documents. Preparation of draft investment plans. Preparing tenders for investment projects in terms of substance. Carrying out technical supervision of the builder. Preparation and provision of





documentation for building permits.

Preparation of investment projects, processing of investment plans according to the assignment, financing methods, project preparation, etc. Dealing with property relations according to investment plans and technical and economic requirements. Preparation of budgets and cost plans for preparatory, survey and project work. Ensuring the implementation of investment projects, including supervising the progress of investment implementation, selecting and coordinating contractors and other construction participants, taking over works, preparing, concluding and amending contracts, verifying and ensuring the completeness of investment documentation and preparing minutes and handover protocols, ensuring the elimination of deficiencies during the course of their implementation. Ongoing control of the use of funds from the budget. Technical and economic evaluation of the effectiveness of investments, including proposals for change measures. Assessment of technical and economic assignments of investments in terms of financial security.

Coordination, direction and comprehensive provision of transport by various modes of transport (road, rail, water, combined and others). Directing and coordinating internal technological transport with the transport of foreign carriers. Arranging transport and transport of dangerous goods. Planning and optimising winter maintenance routes for the road network in the defined territorial unit.

Comprehensive coordination and methodological guidance of the extensive filing service (multiple filing rooms) and pre-archival care of documents containing classified information and data protected under the relevant legislation, including drafting of the relevant internal regulations (filing rules).

Comprehensive coordination and methodological direction of the complexly structured file service, with a national scope of activity, covering classified information and data protected under the relevant legislation, including the drafting of relevant internal regulations (file regulations). Preparation of a concept for the development of a file service with a broad structure, including classified information and data protected under the relevant legislation.

Providing administrative processing of the review of decisions of faculty deans on termination of studies, reduction or waiver of tuition fees. Administrative processing of recognition of foreign higher education and qualifications in the Czech Republic. Processing of faculty documents for the academic year calendar and publication on the USB website. Processing of faculty documents for information on the admission procedure for the current academic year. Administrative processing of graduation and matriculation occupancy according to faculty input in collaboration with the Vice-Rector.

Issuing payment orders for banking institutions in CZK and foreign currency in accordance with the internal regulations of the USB. Ensuring the transmission of written documents between the unit and the banking institutions. Acquiring statements for individual bank accounts. Processing of postal orders in relation to bank statements. Automatic matching of payments to accounts payable and receivable, replenishment balances and accounting liquidation of unpaired items.

Cooperation and communication with grant agencies. Communication with MEYS regarding the accreditation of the habilitation procedure for the appointment of a professor, publication of data on the habilitation procedure and the procedure for the appointment of a professor, and research and development. Arranging and organising the Scientific Board and the award of the honorary degree of doctor honoris causa. Administration of the Grant Agency, the Rector's Award for prestigious scientific publications, and the procedure for the appointment of visiting professors. Provision and processing of information to faculties regarding deadlines for submission of project proposals, partial and final reports. Handling the remit related to the EU Framework Programmes and other European research programmes. Provision and processing of information to faculties on deadlines for submission of project proposals, milestones, and final reports.

Responsibility for the implementation of a unified visual style, providing consultation on unified visual style issues. Arranging presentations at selected educational fairs and other events. Designing and implementing the approved USB advertising, marketing and publicity campaign and its components. Ensuring the production of promotional materials and promotional items of USB and its components, designing new types of promotional materials and promotional items. Outsourcing approved contracts to external suppliers and graphic design studios for the production of graphic print materials, designing new promotional items and working with them on their final form. Responsibility for managing and updating the electronic database of photographs.

#### 4. Senior human resources officer





## **CZ-ISCO: 33138**

Comprehensive provision of organisational relations and systemisation, personnel management, remuneration or training and education of employees. Establishing principles and criteria for the selection, evaluation or remuneration of staff.

Comprehensive coordination and development of organisational relations and systemisation, human resources, remuneration, training and education of employees. Comprehensive coordination of employee evaluation methods, social or training programmes, functional and work adaptation programmes and career programmes. Methodological guidance, coordination and processing of complex organisation and systematisation, human resources, reward or training programmes.

## **5. Payroll accountant**

### **CZ-ISCO: 33132, 43130**

Coordination or methodical direction of the calculation, payment and settlement of wages, wage compensations and other benefits provided to employees, deductions from wages, employment taxes and social and health insurance premiums. Calculation of wage amounts, arranging payment and settlement of wages, wage compensations, sickness and other benefits, calculation and implementation of deductions from wages, calculation of compensation for increased living costs, arranging the affairs of income tax on employment income, social security and health insurance premiums, mainly for employees with a regular place of work abroad.

Methodological guidance of the application of legal regulations, introduction of special procedures beyond the general regulations and ensuring the correctness of programmes regulating the calculation, payment and settlement of wages, provision of wage compensation and other benefits provided to employees, the issue of taxes on income from dependent activities, sickness insurance, social and health insurance premiums. Definition of complex output reports, representation of the employer in negotiations with external authorities and provision of consultations to employees.

Monthly processing of payroll within set deadlines, maintaining employee payroll records, including preparation of pension insurance records, issuing taxable income certificates, annual payroll tax clearance, earnings certificates for various purposes.

## **6. Accountant**

### **CZ-ISCO: e.g. 43111, 33133, 33131**

Comprehensive and independent accounting within a comprehensive range of accounting topics, such as assets, accounting relationships, receivables and payables including debts, tax and grant accounting and funds and resources, including dealing with breaches of the accounting act with the relevant authorities. Monitoring and maintaining accounting records of the movement and status of funds in bank accounts, including control of bank balances and cash. Carrying out payment and settlement transactions with the bank. Maintaining the books of account, such as the journal, general ledger, analytical ledger and off-balance sheet ledger, opening and closing them and drawing up the chart of accounts. Establishing and entering data in the accounting records compiled and transmitted by the accounting unit to the Central Accounting Information System of the State for the purpose of monitoring and managing public finances and for the purpose of compiling the accounting statements for the Czech Republic, for example, the compilation of the Auxiliary Analytical Report. Separate handling of the value-added tax remit in relation to foreign countries.

Comprehensive bookkeeping of the accounting unit, including the maintenance of accounting books and the preparation of financial statements for the purpose of their transmission to the Central System of Accounting Information of the State. Comprehensive and independent accounting of complex accounting operations within the comprehensive scope of accounting of the accounting unit with the value of total assets (gross) exceeding CZK 500 000 000, especially fixed assets, their revaluation to fair value, accrual of investment transfers, as well as advances for transfers, their accounting and accrual.





## 7. Specialist

**CZ-ISCO:** e.g. 33431, 33437

Expert specialist and systemic work with independent problem-solving, specialist expert specialist work. Performs specialist and systemic work. Independently solves tasks, coordinates and directs their execution within the team.

## 8. Non-medical health worker (physiotherapist, nutrition therapist, general nurse, midwife)

**CZ-ISCO:** e.g. 3225x, 2264x, 22650, 22222, 2221x

Provision of health care in accordance with legal regulations and standards without professional supervision and without indication within the scope of their professional competency, compliance with the hygiene and epidemiological regime in accordance with the legislation governing the protection of public health; making entries in medical records and other documentation resulting from other legal regulations; working with the information system of the health service provider; providing information to patients in accordance with their professional competency, or with the instructions of a doctor, dentist, pharmacist, clinical psychologist or clinical speech therapist; taking part in practical teaching in study courses for the acquisition of competence to practise the health profession carried out by secondary schools and higher vocational schools, in accredited health-oriented programmes for the acquisition of competence to practise the health profession carried out by universities in the Czech Republic and in training programmes of accredited qualification courses, taking part in the preparation of standards; ensuring the integration of newly recruited health professionals; implementing measures to deal with the consequences of an emergency or crisis situation.

## 9. Carer

**CZ-ISCO:** 23599

Organisation of the daily routine in the children's group according to the individual needs of the children. Care for children in the children's group. Educational activities aimed at the acquisition of knowledge, skills and habits according to the individual capabilities of the children. Ensures that the physiological needs of each child are met. Supervision of children throughout their stay in the children's group, until the time of handing over the child to the legal representative or a person authorised by him/her. Creating conditions for the personal development of each child according to his/her individual capabilities.

## 10. Assistant manager (e.g. assistant to the unit head)

Securing the administrative and organisational affairs of the unit head. Organising meetings and keeping records and minutes of those meetings. Keeping records of tasks.

## 11. Editor

**CZ-ISCO:** 26422

Publicity work following guidelines or given procedures, including simpler art, graphic, photojournalistic and technical work. Preparation of documents for publication in the press, radio and television. Determining the content of publications. Editing less demanding manuscripts.

Independent journalistic activity, preparation of news, articles and reports. Ensuring the professional informational or artistic level and content focus of published materials. Organising and coordinating the publication of periodicals or media broadcasts. Independent performance of news, commentary and reporting activities.

## 12. Information and communication technology operator

**CZ-ISCO:** 41321, 41322, 41323





Organisation of the operation of information and communication technology systems of partial operation of computer systems and providing complex operation of special computer applications and network environment of computers according to instructions and operational documentation of data processing technology.

### 13. Programmer

**CZ-ISCO:** 25140

Ensuring the processing of complex data processing implementation projects and making modifications to these projects, including the adaptation of the technologies given by the project to the conditions of specific operations. Creating and testing application software.

Creating and testing complex application software. Developing software design, designing its system components, external interfaces and databases and ensuring its integration, including its testing and development of tests for validation in projects for changes in the operation and maintenance of information and communication systems, software or information services.

### 14. Information and communication technology administrator

**CZ-ISCO:** e.g. 25220

Ensuring the operation and proper functioning of computer applications and data processing processes. Managing databases in multi-user computer systems.

Ensuring the correct functioning and operation of defined user sections of the information and communication infrastructure, such as operating systems and their superstructures, programming tools, programming language development tools, multimedia systems, communication systems, information systems, scientific, scientific-technical, technical, engineering, graphical, office or other end-user applications, network environments, databases, etc. Establishing and organising the methods and procedures for the use of computer communication resources. Independent systems activities in the area of implementation and application of computing systems and analyses and analyses for the development of user application projects for computing systems. Ensuring the protection, maintenance and updating of complex databases. Ensuring the administration, functionality and security of the local network environment. Monitoring and diagnosing networks, defining and assigning addresses to users and connecting to other networks. Ensuring data security. Ensuring data integrity. Setting up databases. Providing service to users in the area of database management. Monitoring and setting parameters according to user requirements. Designing and coordinating database service, maintenance and administration.

### 15. Information and communication technology analyst

**CZ-ISCO:** e.g. 25230

Performing system analyses of user requirements, including database design, protection and maintenance. Analysis and design of partial data processing (user applications) including preparation of relevant project documentation.

### 16. Coordination and project staff

**CZ-ISCO:** 33439, 33433

Preparation of summary parts of technical and economic studies, for example, specification of property conditions, economic, technical or operational conditions. Coordinating the preparation or organisation of leisure education projects, including the coordination and formation of teams involved in leisure education for children, young people or interested adults. Creating and implementing leisure programmes of various types for children, young people or interested adults.

Preparation of technical and economic studies of individual smaller-scale projects, tasks and actions, such as research and development or investments. Specification and determination of the technical and economic



conditions of the activities of organisational units providing the main activities of the organisation, including their coordination. Comprehensive coordination of the implementation of short-term projects, programmes or actions, their organisational, personnel, financial, technical, operational and other support for a duration of up to one year, according to standardised procedures, usually of local importance, which require the participation of, as a rule, individual persons. Coordination and comprehensive organisational and technical provision of extracurricular education or training within the jurisdiction of the subdivision of the statutory city or region. Creation and conceptual development of leisure-time programmes of vocational leisure education for children, young people or interested adults. Methodological and advisory and consultancy activities to non-formal education subjects, the professional public and other interested parties. Provision of administration of projects and programmes of the central administrative authority in the preparation and during the implementation of projects and programmes. Implementation of a volunteer programme complementing the treatment process, influencing the health service delivery system towards a more vigorous promotion of patients' health, increasing the satisfaction of patients, persons close to patients and reducing the burden on health professionals. Consultancy and advisory activities in the area of improving the quality of voluntary services in health care facilities.

#### 17. Technician (e.g. biological technician, fisheries technician)

**CZ-ISCO:** 31411, 31424

Responsible for the orderliness of the laboratory and glass preparation areas. Inspection and maintenance of all machines except microscopes. Washing glassware. Regular inventory of chemicals and consumables. Preparation of common solutions.

Ensuring the technical competence and operation of the building, comprehensive management of all related works. Acquisition, control and maintenance of building equipment. Arranging and scheduling repairs, revisions, services, professional inspections, servicing of building equipment. Conducting negotiations with suppliers of technical, building and energy services. Ensuring building prevention and safety, energy and waste management. Supervision of the building project documentation. Coordination of works and measures, cooperation with other staff.

#### 18. Investment technician

**CZ-ISCO:** 31124

In cooperation with other unit staff, under the direction of a designated colleague, participate in the preparation of USB investment projects included in USB long-term strategic documents. Performing tasks as instructed by superiors, USB management, etc., regardless of the volume of investment costs, complexity of the project, etc.

For the assigned investment project, participation in the preparation of basic documents and tender documents for the selection of the designer, TDI, KBOZP and construction contractor, all in close cooperation with the ÚVZ. This activity also includes cooperation in the public procurement control phase.

Providing documents and information for the defined areas of interest of USB investment projects, all according to the assignment of the assigned colleague. With the assistance of the DTMM, investigating the existence of and potential conflicts with technical infrastructure in the area of interest of future construction. Contributing to the preparation of Investment Plans or other documents required by the USB Investment Projects Grantor.

Participation in the preparation and control of the project documentation of the investment project in the stages required by the respective project and legislation (administrative regulations, building law, etc.). Close cooperation with the faculties or units of the USB for which the investment project is being prepared, solving the ongoing tasks from the project control days. Communication with the preparers of the work, state and local government authorities, concerned bodies.

In the investment project implementation phase, cooperation with designated representatives of the contractor, TDI, KBOZP, or other professional collaborators. Joint participation in the construction inspection days, solving the ongoing tasks from the inspection days. Controlling the implementation of the financial model of the action, cooperation in the area of property settlement. After the successful completion of the construction (e.g. after the issuance of the approval report), cooperation on the preparation of the partial documents of the final





evaluation of the action in accordance with the conditions of the specific grant item.

#### 19. Brewer

##### **CZ-ISCO: 75153**

Ensuring the actual operation of fermentation plant technology. Ensuring the requirements for the provision of raw materials and supplies for the operation of fermentation plants. Keeping stock records of raw materials and finished products. Keeping records of products produced and shipped as required by legislation. Timely submission of documents to customs and tax authorities to the centre manager. Working as a practical teacher in the area of beer production training. Carrying out hygiene and sanitation of premises and process equipment so as not to disrupt the production schedule. Co-ordinating the production process so that maximum capacity is utilised. Preparing products from fermentation plants for sale.

#### 20. Distiller

##### **CZ-ISCO: 75150**

Ensuring the actual operation of fermentation plant technology. Ensuring the requirements for the provision of raw materials and supplies for the operation of fermentation plants. Keeping stock records of raw materials and finished products. Keeping records of products produced and shipped in accordance with legislative requirements. Timely submission of documents to customs and tax authorities to the centre manager. Working as a practical teacher in the area of beer production training. Carrying out hygiene and sanitation of premises and process equipment so as not to disrupt the production schedule. Co-ordinating the production process so that maximum capacity is utilised. Preparing products from fermentation plants for sale.

#### 21. Power engineer

##### **CZ-ISCO: 31137, 31139**

Energy monitoring. Energy management. Supervision of compliance with applicable energy legislation. Providing documents for tenders and energy exchanges. Cooperation in the implementation of energy projects. Management of MaR and remote reading systems and their expansion. Preparation, coordination and implementation of energy reduction procedures. Seeking opportunities for the use of renewable energy sources. Providing support in managing contractual relationships with energy suppliers. Conducting meter readings on a monthly and annual basis. Performing billing distribution from common points of consumption to individual constituent parts of USB. Commenting on energy issues for resolution by the Investment Office. Monitoring of water leakages. Preparation of energy and water bills for building contractors.

#### 22. Spokesperson

##### **CZ-ISCO: 24320**

Comprehensive provision of information, journalistic and press relations to the public and mass media.

Complete management of PR activities. Communication with the media. Crisis communication. Writing press releases, articles and interviews. Website management. Creating texts and content for social networks. Working with external suppliers. Moderating social events.





## 6th job group – 6th wage category

1. Internal auditor
2. Financial Controller
3. Office head
4. Senior officer
5. Senior human resources officer
6. Accountant
7. Senior librarian
8. Non-medical health worker (physiotherapist, nutrition therapist, general nurse, midwife)
9. Psychologist
10. Editor-in-Chief
11. Laboratory technician
12. Specialised staff
13. Technician (biological technician, fisheries technician)
14. Investment technician
15. Programmer
16. Information and communication technology administrator
17. Systems engineer
18. Designer of information and communication systems
19. Operating system administrator
20. Information and communication technology analyst
21. Coordination and project staff
22. Higher education educator

### 1. Internal auditor

#### **CZ-ISCO: 24112**

Providing internal audit. Professional and qualified performance of the internal audit in accordance with USB legislation and objective reporting of the audit process and results to the responsible management staff. Maintaining confidentiality of all facts discovered during the performance of the internal audit. Alerting the Rector to undesirable facts and risks that affect or will affect the University's operations. Reporting to the Rector on the deficiencies identified and proposing remedial action and monitoring the implementation of these proposals. Providing expert information and methodological assistance in auditing projects, amending and modifying internal rules and regulations, and in identifying risks. Ensuring collaboration among the faculties and units of the Rectorate in the implementation of risk prevention recommendations. Preparation of the final report after the audit. Presenting the final report to the head of the audited unit. Preparation of an annual evaluation of the effectiveness of the internal control system that ensures the control and management of processes and risks at the University. Evaluating external controls and audits. Submission of the mid-term and annual internal audit and control plan to the Rector, and an annual report on the status of implementation and results of the annual internal audit plans. Preparation of the annual report according to the financial controls and audits act at USB for MEYS CR.

### 2. Financial controller

#### **CZ-ISCO: 24112**

Ensuring financial control. Professional and qualified performance of financial control in accordance with USB legislation and objective reporting of the progress and results of the control to the responsible managers. Maintaining confidentiality of all facts discovered in the course of financial control. Drawing the attention of the responsible managerial staff to undesirable facts and risks that affect or will affect the financial or property operations under the responsibility of the responsible managerial staff. Reporting identified deficiencies and proposing remedial actions to the responsible managers and monitoring the implementation of these proposals. Providing expert information and methodological assistance in the area of financial control, in the amendment and modification of internal rules and in the identification of risks. Ensuring synergy with the faculties and units of the Rectorate in the implementation of risk prevention recommendations. Preparing the final report after the





audit. Presenting the final report to the head of the unit under review. Evaluating external controls and audits.

**3. Unit head, Head of the Rector's Office, Head of the Dean's Office/**

**4. Senior officer**

**CZ-ISCO:** e.g. 11127 (for the head of the Rector's office, head of the Dean's office), 12112 (managers in the area of economic affairs and finance), 12113 (managers in the area of accounting and controlling), 12122 (managers in the area of human resources), 12213 (managers in the area of marketing), 12232 (managers in the area of technical development), 13122 (fisheries and aquaculture managers), 13241 (supply and purchasing managers), 13302 (information technology and operations managers), 33138 (human resources professionals, labour economists), 33139 (other accounting and economic professionals)

Professional and system work. Independently solving tasks, coordinating and directing their execution within the team. Creating the concept of the remit according to the focus. Coordinating and setting conceptual objectives according to the focus.

Methodological support in the given field of competence. Management of the unit. Comprehensive management and organisational activities to ensure the functional operation of the unit and its development. Control of the assigned remit.

Development of accounting methodology.

Providing administration (administration) of the computer system. Methodical guidance of users, defining their problems and solving them with all participants in the system administration. Ensuring new system settings, resolving access rights of specific users to enter the computer system applications. Ensuring operations during changes to information and communication systems projects or software, developing plans, standards and procedures for operational and maintenance changes, operational testing, preparing and implementing modifications and ensuring their integrity, and providing support to users. Designing and optimizing databases including protecting and maintaining them, creating new modules and new versions, resolving non-standard vendor issues, applying updates and changes. Building, administering and operating LANs and creating user applications for these networks and for individual workstations.

Methodical and particularly demanding specialised activities in the profession of physiotherapy. Creation of the concept and methodological direction of the field of physiotherapy within the health care facility, evaluation of the quality of care provided and setting the strategy of education and further education in the field in the health care facility. Preparation of standards for specialised procedures in physiotherapy.

Methodological guidance and coordination of purchasing in the organisation, defining procurement strategy with regard to the requirements of other offices. Implementation of the procurement strategy and coordination of the procurement process. Supervising compliance with the law and specific procedures. Updating the internal procurement standards in relation to the applicable legal provisions and the conditions of grant providers.

Comprehensive coordination and methodical direction of the management of large and diverse property collections spread over several locations or abroad. Designing commercial exploitation of assets including economic analyses, methodologies and measures.

Provision of information, methodological assistance, advisory or consultancy activities in the area of evaluation of the quality of public services provided or uniform comparison of the level of these services, including cooperation with consultancy and certification bodies.

Developing methodologies for the preparation and implementation of aid or assistance projects within the project cycle. Setting up and updating the internal control system at the level of the entity implementing the relevant operational programme, including methodological guidance of the control activities of the managing authority. Coordination or development of procedures for operational programme management, methodological support, monitoring, evaluation, irregularities, administration, project evaluation and selection, controls, reimbursement and certification of payments, publicity, training, technical assistance or building absorption and administrative capacity in the framework of the development of operational programme implementation documents.

Methodological guidance and coordination of the organisation's personnel administration. Methodological guidance, preparation of comprehensive programmes and coordination of organisation and systematisation, personnel management, remuneration or training and education.





Determination of accounting methodology, valuation methods, depreciation procedures, accounting procedures, the method of obtaining data for monitoring and managing public finances, as well as the arrangement of items in the financial statements and their content. Methodological guidance and organisation of the management of budgetary resources by revenue and expenditure area of a chapter or several chapters.

Establishing procedures, principles and methodologies for the provision of financial support, for the selection of applicants for support, including the evaluation of projects.

Providing administration (administration) of the computer system. Methodical guidance of users, defining their problems and solving them with all participants in the system administration, for example with the administration of operating systems databases, network environment, or with suppliers.

Design management of information systems with a large hierarchical structure and links to other information systems, with a large database or with a nationwide topology, i.e. methodological, analytical, standard-setting and other professional activities and design of information systems.

Comprehensive provision of psychotherapeutic services, family, premarital and marriage counselling. Provision of educational, psychological and special counselling and psychotherapy. Divorce and post-divorce counselling including mediation of post-divorce agreements. Expert assistance to counselling specialists in the region. Work with families at risk of alcoholism and other addictions, families at risk of unemployment, domestic violence, families caring for severely disabled children, etc. Methodological assistance to social workers. Creation of methodological and conceptual materials in the area of psychological counselling and prevention in education.

Creative development of new methodological procedures and assessment of the most demanding organizational, access and editorial archival activities, including verification of technological procedures.

#### **5. Senior human resources officer**

**CZ-ISCO: 33138**

Creation of a concept for the development of personnel administration in organisations with a large qualification, professional and organisational structure. Development of concepts for organisational relations and systematisation, personnel management, remuneration or training and education of employees. Methodological guidance and coordination of personnel administration.

#### **6. Accountant**

**CZ-ISCO: 43111, 33133**

Determination of accounting methodology, valuation methods, depreciation procedures, accounting procedures, the method of obtaining data for monitoring and managing public finances, as well as the arrangement of items in the financial statements and their content. Comprehensive management of the entity's accounts.

#### **7. Senior librarian**

**CZ-ISCO: 26220**

Comprehensive content and type profiling of library collections and coordination and direction of specialized acquisition activities. Creation of special bibliographic and factual databases based on content analysis of documents. Creation and supervision of name, title and subject authority records. Processing of historical collections including analytical description. Comprehensive international interlibrary loan or delivery services. Providing comprehensive library, bibliographic, reference and information services to users. Coordination of cataloguing with links to national and international standards. Library methodological, consultancy and advisory activities with regional scope (methodologist). Independent coordination of automated library processes in cooperative library projects at the regional level. Designing and optimizing digitization processes and creating and analysing the content of a large digital library. Methodological, consultancy and advisory activities for library activities (in-house methodologist).

Conceptualisation, organisation and development of automated library systems. Preparation of specialised searches and provision of specialised consultancy services. Creation of unique, particularly challenging





specialised catalogues of manuscripts, early prints, rare prints, special documents. Determining the development of profiling and replenishment of library collections with a national scope. Comprehensive solutions for the operation of international registration systems in the Czech Republic, including cooperation with legal entities in the publishing sector. Library methodological, consulting and advisory activities with national scope (methodologist). National coordination of the digitisation of library collections, proposals for changes in standards, management and organisation of a large digital library, management and updating of the information portal. Indexing of highly specialised documents at an analytical level for specialised bibliographic databases of national importance. Development of national cataloguing methodologies with links to national and international standards. Creation and management of thesauri and collections of name, title and subject national authorities.

## 8. Non-medical health worker (physiotherapist, nutrition therapist, general nurse, midwife)

**CZ-ISCO:** e.g. 3225x, 2264x

Provision of health care without professional supervision and without indication within the scope of professional competence in accordance with legal regulations and standards, compliance with the hygiene and epidemiological regime in accordance with the legislation governing the protection of public health; making entries in medical records and other documentation resulting from other legal regulations; working with the information system of the health service provider; providing information to patients in accordance with their professional competency, or instructions of a doctor, dentist, pharmacist, clinical psychologist or clinical speech therapist; participating in practical instruction in courses of study for the qualification to practise the health profession provided by secondary schools and higher vocational schools, in accredited health-oriented degree programmes for the qualification to practise health-oriented professions provided by higher education institutions in the Czech Republic and in training programmes of accredited qualification courses, participating in the preparation of standards; participating in ensuring the integration of newly recruited health professionals; implementing measures to deal with the consequences of an emergency or crisis situation.

## 9. Psychologist

**CZ-ISCO:** e.g. 26345, 26349

Independent provision of work in psychodiagnostics, provision of counselling and psychotherapeutic services. Provision of psychological, divorce and post-divorce counselling. Independent performance of psychosocial examinations and diagnostics in the premarital, marital and family spheres. Provision of crisis intervention. Contact activities aimed at individuals and groups at increased risk of school failure or problems in personal and social development. Conducting individual and group psychological examinations of children and young people according to established procedures. Conducting training and other programmes for personal development and prevention of socially pathological phenomena in children, pupils and students. Psychological counselling related to the education and upbringing of children, pupils and students.

Comprehensive provision of psychotherapeutic services, family, premarital and marriage counselling. Provision of educational, psychological and special counselling and psychotherapy. Divorce and post-divorce counselling including mediation of post-divorce agreements. Expert assistance to counselling specialists in the region. Work with families at risk of alcoholism and other addictions, families at risk of unemployment, domestic violence, families caring for severely disabled children, etc. Methodological assistance to social workers.

Providing crisis intervention in particularly challenging life situations.

Application of clinical psychology under the guidance of a professional with specialized competence, for example, differential diagnosis of psychological disorders and deviations, assessment of the suitability and effect of psychotherapy or rehabilitation, resistance to stress in terms of health. Cooperation in the implementation of rehabilitation, re-education and re-socialisation. Independent implementation of challenging contact activities targeting individuals and groups at increased risk of school failure or the development of personal and social development problems. Independent implementation of individual and group psychological examinations of children, pupils and students. Creation of methodological and conceptual materials in the area of psychological counselling and prevention in education. Carrying out complex psychological diagnostics and demanding





psychological counselling in solving problems in the development and education of children, pupils and students at school and in the family. Conducting skills assessment diagnostics.

#### 10. Editor-in-Chief

**CZ-ISCO:** 26421

Coordination and development of the concept of activities related to publishing, promotion and editorial activities, including independent journalistic activities. Systematic work in the conception of a journalistic activity or medium. Independent creative implementation of journalistic activities (news, commentary and reporting), including electronic versions and web presentations where appropriate.

Creating the concept of print and electronic media with national coverage, their professional, technical and factual level and coordinating the process of their creation, production and distribution.

#### 11. Laboratory technician

Determining how to perform and evaluate individually indicated laboratory tests, such as biochemical, chemical, haematological, immunochemical, immunological, immuno-hematological, toxicological, microbiological, radioisotope analysis, monitoring of drug and toxicant levels and inputs to the soil and food chain. Evaluating the conclusions of analyses of state health surveillance data and proposing measures to the public health authority, including the implementation of these analyses. Performing and evaluating individual laboratory analyses using special sensitive analytical chemistry methods. Development, validation, preparation and application of methodologies for laboratory analysis. Commissioning or carrying out special sampling and laboratory analyses to determine the status of surface and groundwater, sediment and biota, pharmaceuticals, medicines, diagnostics, biological material, soil, fertiliser and feed, and receiving and checking the results of laboratory work. Carrying out special sampling and chemical and biological investigations of environmental and occupational samples and biological material and physical measurements in connection with the protection and promotion of public health.

Carrying out demanding and highly specialized analyses and diagnoses in the area of state health surveillance, assessment of measurement results for monitoring the relationship between the health status of the population and environmental and working environment factors, preparation of documents for health risk assessment. Carrying out sophisticated chemical analyses and assessments in the area of air protection, in the area of soil and inlet protection, in the area of food control, in the area of state air and soil quality monitoring or in the area of state food monitoring, preparation and application of analysis and monitoring methodologies with national scope. Evaluation of laboratory analysis results, preparation of documents for reports on the status of surface and groundwater and toxic substances in soil and soil and food chain inputs. Development, testing and implementation of special sampling and analysis methods. Carrying out sophisticated chemical, physicochemical, immunochemical and biological analyses in the area of pharmacy within the framework of state supervision of the production and marketing of pharmaceuticals and control of the market for pharmaceuticals. Development, testing and implementation of new methods of analysis.

#### 12. Specialised staff

Systematic specialised work and activities with extensive external and internal links. Independently solving tasks, coordinating and directing their execution. Providing science and research support within a scientific or research team.

#### 13. Technician (e.g. biological technician, fisheries technician)

**CZ-ISCO:** 31319

Ensuring the day-to-day running of the laboratory. Ensuring the administration associated with the operation of the laboratory. Operation of the aquarium rooms (feeding, cleaning of tanks, setting up of rearing systems and experimental apparatus). Data collection, field sampling (fish catches, field sampling of blood, plasma and tissue). Operation and maintenance of laboratory equipment (e.g. optical assemblies, microscopes, balances, analytical





instruments, spectrophotometer, lyophilizer). Performing sample preparation and basic analyses independently (water analysis, biochemical analysis, elemental analysis, haematological examination, oxidative stress determination).

#### 14. Investment technician

**CZ-ISCO: 31124**

Independent provision of complex preparation of USB investment projects included in long-term strategic documents of USB, or commissioned according to instructions of superiors, USB management, etc., regardless of the volume of investment costs, complexity, etc.

For the assigned investment project, participation in the preparation of basic documents and tender documents for the selection of the designer, TDI, KBOZP and construction contractor, all in close cooperation with the ÚVZ. This activity also includes cooperation in the control and evaluation phase of the tender.

Preparation of an initial analytical balance sheet for investment projects with an assessment of potential risks in the area of spatial planning documents, the master plan and more detailed spatial planning documentation. Furthermore, in the area of DTMM – existence and possible conflicts with technical infrastructure in the area of interest of the future construction. Preparation and initial balance sheet of the economic and financial model of the project. Subsequent consultation with the relevant expert offices of USB. Carrying out the aforementioned tasks also in the framework of the preparation of Investment Plans or other documents required by the grantor for USB investment projects.

Participation in the overall preparation, control and final completion of the project documentation of the investment project in the stages required by the respective project and legislation (Administrative Code, Building Act, etc.). Close cooperation with the faculties or offices of USB for which the investment project is being prepared, monitoring the implementation of the construction programme of the event, solving interim tasks from inspection days on the project. Communication with the preparers of the work, state and local government authorities, concerned bodies.

In the investment project implementation phase, close cooperation with designated representatives of the contractor, coordinating work together with TDI, KBOZP, or other professional collaborators. Joint participation in the construction inspection days, solving interim tasks from the inspection days. Coordination of administrative tasks, applications and documents towards the grant provider related to the implementation stage of the work. Coordination and control of the implementation of the financial model of the action, cooperation in the area of property settlement. After the successful completion of the construction (e.g. after the issuance of the approval report), ensuring the preparation of all documents for the final evaluation of the action in accordance with the conditions of the specific grant item.

#### 15. Programmer

**CZ-ISCO: 25140**

Coordination of programming work on application software. Processing of sub-application software with links to the main application software and with links to other database systems or network environments. Coordinating the development of application software, designing its system components, external interfaces and databases, and ensuring its integration, including its testing and the development of validation tests for reduced or combined information and communication systems, software or information services development projects that are independent of or have limited links to other information systems, or are combined with other external information systems acquisition and implementation or operation and maintenance development.

Coordination of analysis and development of application software. Evaluating and specifying programming resources, designing software architecture, top-level external interfaces and interfaces between software components, top-level database, and a comprehensive integration plan for information and communications systems, software, or information services development projects.

#### 16. Information and communication technology administrator





**CZ-ISCO:** e.g. 25220

Ensuring administration of computer systems. Methodical guidance of users, defining their problems and solving them with all participants in the system administration, for example with the administration of operating systems databases, network environment, or with suppliers. Defining the links between the applications of the computing systems and providing modules for linking them. Ensuring that systems are reconfigured when project changes are made, addressing access rights of specific users to access computing system applications. Ensuring operations during project changes to information and communication systems or software, developing plans, standards and procedures for operational and maintenance changes, operational testing, preparing and implementing modifications and ensuring their integrity, and providing support to users. Designing and optimising databases including protecting and maintaining them, creating new modules and new versions, resolving non-standard vendor issues, applying updates and changes. Building, administering and operating LANs and creating user applications for these networks and for individual workstations.

Providing solutions for information and communication systems, software or information services projects that are independent of or have limited links to other information systems, or are combined with other external purchases and implementation of information systems or development of their operation and maintenance, including the development of plans, standards and procedures for changes in operation and maintenance, testing, preparation and implementation of modifications and ensuring their integrity and providing support to users. Managing and coordinating the administration of large central databases, including their design and management. Acceptance, application, validation, commissioning and management of complex network environments, for example for global hierarchical network environments. Designing systems to ensure data protection and entire systems, designing data backup systems and their implementation. Designing interconnections to other computing systems.

**17. Systems engineer**

**CZ-ISCO:** e.g. 25220, 25110

Needs definition, assessment, evaluation and selection of projects for changes in the operation and maintenance of information and communication systems, software or information services.

Needs definition, assessment, evaluation, and selection of reduced or combined information systems, software, or information services development projects that are independent of or have limited links to other information systems, or are combined with other external information system acquisition and implementation or operations and maintenance development.

**18. Designer of information and communication systems**

**CZ-ISCO:** e.g. 25230

Systemic work associated with the development of change projects for the operation and maintenance of ICT systems, software or information services, for example, defining models and deliverables, analysing system requirements (functions and capabilities, user and security requirements, interface, operation and maintenance requirements), designing the architecture of ICT systems and the integration of its components with other systems, qualification testing, installation, review and verification of its functionality.

Creation of information and communication systems concept. Design management of information systems with a large hierarchical structure and links to other information systems, with a large database or with a national topology, i.e. methodological, analytical, standard-setting and other professional activities and design of information systems. Specialised systems work associated with ICT systems, software or information services development projects which are independent of or have limited links to other information systems or are combined with other external information system purchase and implementation or operation and maintenance development.

**19. Operating system administrator**

**CZ-ISCO:** e.g. 25220







Ensuring the functionality and safety of computer systems, taking over, verifying, commissioning, setting parameters, monitoring and diagnostics of computer operating systems – usually single-user, troubleshooting and resolving flaws and errors.

Accepting, verifying, commissioning and setting parameters of computer operating systems and network environments. Optimisation of the use of information and communication infrastructure and installation of new computing elements and modules, such as operating systems and their superstructures, programming tools, programming language development tools, multimedia systems, communication systems, information systems, databases or scientific, scientific, technical, engineering, graphical, office and other end-user applications, networks, databases.

## 20. Information and communication technology analyst

**CZ-ISCO:** e.g. 25230

Systemic analysis of complex processes and user requirements, analysis and design of database solutions, data protection and maintenance. Ensuring the implementation of data processing projects.

Systemic analysis of the most complex processes and user requirements, for example with nationwide deployment including database design and integration with existing systems.

## 21. Coordination and project staff

**CZ-ISCO:** 33439, 33433

Preparation of technical and economic studies of research and development projects. Comprehensive coordination of economic, personnel, technical, operational, property and organisational administration of the organisation, or administration of other areas of the organisation's activities. Comprehensive coordination of the implementation of medium-term projects or programmes with a duration of more than one year, requiring specialised procedures, with regional significance (territory of the region, several municipalities), involving specialised experts. Conceptualisation and organisation of special interest training. Carrying out assessment, consultation and advisory activities, providing methodological assistance in the area of project and programme management for the needs of the central administrative authority, the region or the capital city of Prague. Coordination of the volunteer programme with the medical treatment process, activities of health care workers and the operation of the health care facility, helping to improve the psychosocial conditions of patients, leading to an improvement in the patient's medical condition and his/her recovery, influencing the health care service delivery system towards stronger support of patients' health, increasing the satisfaction of patients, persons close to patients and reducing the burden on health care workers. Methodological guidance of volunteering in health service providers. Creation of a volunteer programme and its coordination with the treatment process, activities of healthcare workers and the operation of the healthcare facility, including its implementation in the hospital's quality and safety management system for healthcare services.

Preparation of technical and economic studies of large-scale projects and programmes, such as research and development, usually multi-disciplinary, financially demanding and with a long-term, usually multi-year, solution horizon and with extensive national and international significance. Coordination of financial, personnel, technical, operational and organisational development, or the development of other areas of the organisation's activities. Comprehensive coordination of the implementation of multi-year national or supra-regional (multi-county area) projects and programmes with a possible international element, highly specialised focus, with high demands on the organisational, financial, personnel, operational, technical and other arrangements. Creation of methodologies, comprehensive rules, procedural procedures and manuals for project and programme management for the needs of the central administrative authority, the region or the capital city of Prague.

## 22. Higher education educator

**CZ-ISCO:** 23599

Conducting instruction in the form of lectures, exercises, seminars and practicums with no creative activity obligation.





### 7th job group – 7th wage category

1. Economic Division Head
2. Financial officer
3. Director (Preschool, Publishing House, British Centre, Goethe Centre, Centre of Information Technology)
4. Lawyer
5. Data protection officer
6. Information and communication technology administrator
7. Systems engineer
8. Designer of information and communication systems
9. Operating system administrator
10. Information and communication levels analyst
11. Computer system development staff

#### 1. Economic Division Head

**CZ-ISCO:** 13459

Coordination and comprehensive handling of complex economic remits within USB. Coordination of the work of the economic section of all USB units in a professional manner and issuing binding instructions in this respect. Managing and coordinating the work of the Economic Division in relation to the remits to be handled. Coordinating and ensuring the preparation of the USB annual management report. Coordinating and ensuring the preparation of the annual report in accordance with the accounting act, as amended. Coordinating the preparation of methodological guidelines and internal standards within the scope of the Economic Division. Issuing methodological instructions and procedures for the staff of all USB constituent parts in the areas of accounting and property management, budgeting, taxation and the economic formalities of contracts.

#### 2. Financial officer

**CZ-ISCO:** 12112

Responsible for the budgeting and planning activities of the office/constituent part. Prepares and carries out internal control activities. Ensures the necessary legislation of the office/constituent part.

#### 3. Director

**CZ-ISCO:** 23511, 13411

Management of the preschool and responsibility for its operation. Responsibility for compliance with the legislation for the operation of the preschool and the operation of the playgroup according to the act on the provision of childcare services in a children's group and on amendments to related acts. Responsibility for proper compliance with the grant conditions of projects supporting the construction and operation of preschool childcare facilities. Responsibility for the economic management of the preschool facility. Preparation of documents related to the operation of the preschool. Planning and organising events, extra-curricular and extracurricular activities of the preschool. Ensuring the promotion of the preschool.

Management of the publishing house. Responsibilities for the management of the publishing house and for the development of the Editorial Plan. Ensuring communication with the Editorial Board. Coordinating the provision of comprehensive publishing, reprographic, printing, sales, distribution and promotion services for the published publications.

Leadership and responsibility for the activities of the British Centre, and for the quality and development of all British Centre activities. Responsibility for the management of the British Centre's funds and for the marketing of the British Centre. Coordinating the administration of the Cambridge International English Language Examinations.

Coordinating the organisation of language courses, organising methodological seminars for English language teachers, organizing English language lectures for USB students and the public. Coordination of ensuring the operation and material equipment of the English library. Providing support for cooperation with the British





Council Prague.

Management of the Goethe Centre. Coordination of the organisation of the administration and implementation of the internationally recognised Goethe-Zertifikat language examinations. Coordination of the organisation and administration of public German language courses. Coordination of the organisation and delivery of courses, seminars and workshops in the framework of further training of teaching staff, organisation of conferences, workshops, lectures and thematic cultural events and exhibitions, provision of professional and information services including awareness-raising activities. Coordinating the management and running of the German Library. Cooperation with educational establishments, publishing houses and cultural institutions in the Czech Republic. Cooperation with the Goethe-Institut in Prague and Munich. Cooperation with foreign partners in the framework of the Goethe Centre's project activities. Coordination of networking.

Management of the Centre of Information Technology (CIT). Coordination of work between CIT centres and external coordination. Conceptual development and implementation of new technologies. Coordination and processing of IT remits. Responsibility for the implementation of the strategy, concept and general rules for the use of the University's information system. Overseeing compliance with the University's IT security policy.

#### 4. Lawyer

**CZ-ISCO: 26195, 33420**

Providing advice and expert assistance in all areas of law according to the needs of USB. Providing legal advice to employees of the Rectorate and USB constituent parts. Provision of methodological support – legal consultancy. Drafting or revising draft contracts and related documents. Preparing USB submissions to public authorities. Participating in the drafting and modification of USB internal standards and their components. Commenting on draft contracts submitted to the Rector or the Bursar for signature, both from the legal point of view and from the point of view of the need to publish the contract in the Register of Contracts pursuant to Act No 340/2015.

#### 5. Data protection officer

**CZ-ISCO: 26195, 33420**

Supervising the implementation of the protection and processing of personal data. Monitoring compliance with the EU General Data Protection Regulation (hereinafter referred to as 'GDPR'), other generally binding legal regulations and USB's internal regulations in the area of personal data protection. Providing information and advice to USB employees and students who carry out the processing of personal data on their obligations under the relevant data protection regulations. Communicating with data subjects who may contact the data protection officer on all matters relating to the processing of personal data and the exercise of their rights under the relevant data protection regulations. Providing advice and expert assistance on data protection impact assessments upon request. Reporting personal data breaches to the Office for Personal Data Protection and notifying data subjects of personal data breaches. Performing other tasks arising for the position from the GDPR, generally binding legislation or USB internal regulations.

#### 6. Information and communication technology administrator

**CZ-ISCO: e.g. 25220**

Coordination of complex information systems and communications systems, software or information services development projects, development of plans, standards and procedures for operational and maintenance changes, operational testing, preparation and implementation of modifications, ensuring their integrity and providing support to users.

#### 7. Systems engineer

**CZ-ISCO: e.g. 25220, 25110**

Needs definition, assessment, evaluation and selection of complex information systems, software or information services development projects.





## 8. Designer of information and communication systems

**CZ-ISCO:** e.g. 25230

Creation of the concept of information and communication systems with an extensive hierarchical structure and links to other information systems, with extensive databases or with a nationwide topology. Processing of complex projects for the development of information systems, software and information services.

Creation of the information policy concept and strategy of a large-scale information system network, for example of a department, armed forces, security forces or the capital city of Prague, i.e. creation of a long-term strategy for the information needs of the unit and its information and communication infrastructure, coordination of the development, operation, innovation and maintenance of the information and communication system network and ensuring its harmonisation with the national information policy and other international requirements.

## 9. Operating system administrator

**CZ-ISCO:** e.g. 25220

Comprehensive management of complex multi-user computer operating systems and high-level network environments, taking over, verifying and commissioning computer operating systems and network environments, ensuring their optimal use and developing their special parts.

## 10. Information and communication levels analyst

**CZ-ISCO:** e.g. 25230

Conceptual analysis of solutions to the most complex processes and design of databases and large computer or network environments with nationwide deployment, including interfaces to other national and global systems.

## 11. Computer system development staff

**CZ-ISCO:** e.g. 25120

Development and improvement of programming means of computer technology systems and application of these systems in specific conditions. Designing, optimising and improving the efficiency of computing and communication systems. Development of specialised tools for the design, implementation and testing of mechanisms for dealing with cyber security incidents, or the creation of tools for finding patterns in data, programming scripts for data manipulation, including their interpretation and evaluation using statistical and visualisation methods, for outputs for decisions with national impact.

Analysis and development of new application software or major modifications of existing computer systems, such as operating systems and their superstructures, programming tools, programming language development tools, multimedia systems, communication systems, information systems, database systems, scientific, scientific-technical, technical, engineering, graphic, office and other end-user applications, networks, databases. Designing new tools and means of implementation of these systems.





### 8th job group – 8th wage category

1. Faculty secretary
2. Director (D&R, Academic Library)

#### 1. Faculty secretary

**CZ-ISCO:** 13455

Management of the faculty's management and internal administration within the scope set by a Dean's ordinance. Comprehensive management and coordination of the activities of several organisational units with the support of other management staff.

#### 2. Director (D&R, Academic Library)

**CZ-ISCO:** 13455, 26220

Management and coordination of activities of dormitories and refectories.

Responsibility for the activities and management of AL. Proposing and submitting for approval the financial budget of the AL. Developing the AL's concepts and plan of action. Coordinating the operation and development of AL. Taking responsibility for updating and complying with the internal standards of which AL is the guarantor. Coordination of the provision of the necessary information facilities for teaching, studying and scientific research work at USB. Coordination of the creation of a pool of classical and electronic information resources profiled in accordance with the focus of degree programmes and fields of study and the specific scientific and research activities of the faculties, units and institutes of USB. Coordination of the organisation of educational activities in the area of information literacy development. Coordination of administration and development of the library automated system, development of electronic educational support for studies, digitisation of selected information resources.

### 8th job group – 9th wage category

#### Bursar

**CZ-ISCO:** 13455

Managing the management and internal administration of the public university and representing it to the extent determined by the Rector's ordinance. Methodological management of secretaries of faculties and heads of finance offices of other USB units. Managing the economic, internal and asset management of USB as a whole and acting on behalf of USB to the extent determined by the Rector in his/her ordinance. On the basis of the Rector's ordinance, the USB's authority to act and act on behalf of the USB in matters and to the extent determined by the organisational regulations.

