

## **PROPOSAL FOR JOB CLASSIFICATION**

11/8/2015

Approved by: prof. Ing. Antonín Slaný, CSc.  
Dean of the Faculty

**ACCOMPANYING SHEET**

Business name: Masaryk University in Brno  
Faculty of Economics and Administration

Corporate office: 602 00 Brno, Lipová 41a

Company identification number: 00216224

Legal form: Public university

Statutory representative: Dean of the Faculty – prof. Ing. Antonín Slaný, CSc.

Telephone: 549 495 915

## **1. 1. INTRODUCTION**

The proposal of the job classification is based on the provisions of Section 37 of Act No. 258/2000 Coll. – Act on protection of public health and on amendment to some related acts, as amended, and on the Decree of the Ministry of Health No. 432/2003 Coll., defining the conditions for job classification.

The classification is carried out based on the assessment of occurrence and risk of factors, which can affect the health of employees and the level of securing its protection.

Work involving exposure to several different factors of safety shall be classified in the category corresponding to the occupational factor rated as the most negative.

The proposal for the job classification captures the current state of the occupations.

## **2. BASIC INFORMATION**

### Work activity description

The Faculty of Economics and Administration implements accredited curricula and lifelong learning programs.

### Number of employees

Total number of employees: 206

Of which women: 75

Number of employees by job classification:

1. scientific researcher	143	103 men	36 women
2. INFORMATION SYSTEMS STAFF	8	7 men	1 women
3. administrative staff	38	8 men	30 women
4. librarian	9	3 men	6 women
5. technician (TPO)	1	1 man	-
6. maintenance operator	2	2 men	-
7. information service worker (porter)	5	3 men	2 women

### Occupational health care

The occupational health care services are provided to the employees by the contract physician:

preventive health care services agreement concluded with  
Věra Příbylová, office address: Slovákova 11, 602 00 Brno,  
telephone: +420 545 216 962

### Working hours and night work

- operational scientific researchers: 8 hours + ½ hour break, no overtime, no night work
- information service staff (porter): 12 hour shifts, incl. breaks, overtime, night work

### Risk prevention

The level of occupational health and safety is checked periodically.

**JOB CLASSIFICATION BY SPECIFIC OCCUPATIONS**

The following professions are represented at the Faculty of Economics and Administration:

1. scientific researcher
2. information systems staff
3. administrative staff
4. librarian
5. technician (TPO)
6. maintenance operator
7. information service operator (porter):

## **1. SCIENTIFIC RESEARCHER**

### **a) Description of work activities**

- conducting lectures, seminars and exercises according to the program of study
- verification of students' knowledge in progress, block, state final exams
- supervisions and reviews (preparing opponent's reviews) of bachelor and master thesis, and scientific research
- providing consultations in respective fields
- elaborating of teaching texts and a scripts
- publishing of scientific works
- participation in the admission exams

### **b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

#### Dust

Given the nature of the working environment, the workplace is dust-free. **Category 1**

#### Chemical substances

The work does not involve the use of chemicals. **Category 1**

#### Noise

No machinery equipment is used in the working process that could generate noise at levels endangering the health of employees. **Category 1**

#### Vibration

There are no sources of vibration in the working process.

#### Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

#### Physical load

Given the nature of the work, this type of workplace factor is excluded. **Category 1**

Working body position

The work is performed predominantly in the basic body position while seated.  
The work is performed predominantly in the basic body position while seated. **Category 1**

Heat stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Psychical load

The work is not monotonous and the activity is not performed  
at a forced pace of work and not in a three-shift or continuous work system. **Category 1**

Visual load

This work is not associated with higher levels of exposure to visual load. **Category 1**

Works associated with biological factors

None.

Work under higher air pressure

None.

**Number of employees: 143, of which 36 women.**

**Final category 1**

## **2. INFORMATION SYSTEMS STAFF**

### **a) Description of work activities**

- ensuring the operation of IT systems and implementation of operational tasks, administration of databases, computer networks and ensuring their safety, maintenance and development including updating
- administration of a computer network
- consulting and advisory services in the field of computer networks and IS
- information server administration
- websites updating
- checking the software copyright compliance
- analyzing and algorithmization of application software modules, its implementation, testing and integration
- analyzing of user requirements concerning specialized information systems and finding their effective solutions
- analysis, design and coordination of specialized ICT solutions, their safety, maintenance and integration
- monitoring and application of modern ICT
- purchase of new equipment

### **b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

#### Dust

Given the nature of the working environment, the workplace is dust-free. **Category 1**

#### Chemical substances

The work does not involve the use of chemicals. **Category 1**

#### Noise

No machinery equipment is used in the working process that could generate noise at levels endangering the health of employees. **Category 1**

#### Vibration

There are no sources of vibration in the working process.



Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

Physical load

Given the nature of the work, this type of workplace factor is excluded. **Category 1**

Working body position

The work is performed predominantly in the basic body position while seated.  
The work is performed predominantly in the basic body position while seated. **Category 1**

Heat stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Psychical load

The work is not monotonous and the activity is not performed  
at a forced pace of work and not in a three-shift or continuous work system. **Category 1**

Visual load

This work is not associated with higher levels of exposure to visual load. **Category 1**

Works associated with biological factors

None.

Work under higher air pressure

None.

**Number of employees: 8 z toho 1 žena.**

**Final category 1**

### **3. ADMINISTRATIVE STAFF**

#### **a) Description of work activities**

- management of economic and administrative affairs of the Faculty
- preparation of documents for internal regulations of the Faculty
- elaboration of the draft budget of the faculty, its continuous monitoring of the drawing of financial resources and their correct accounting and elaboration of overviews of financial management with the use of the economic management information system
- administration of the agenda concerning acquisition, transfer, lending and disposal of movable assets, and ensuring the inventory management
- cash activities
- management of tendering procedures
- agenda of establishment, changes and termination of employment and other labour-law relations
- keeping records of employees, including entering and updating data in automated processing
- organizational and administrative activities related to the general operation of the Faculty
- ensuring the distribution and dispatch of mail
- records of received and sent mail in the report according to the MU Office Rules
- stamping machine operator
- reproduction of written documents
- preparation of materials for shredding and archiving according to the MU filing rules
- organizational and administrative support of accompanying information and educational events (courses and training) and lifelong learning programs
- coordination of accreditation activities related to post-graduate study programs, administration of the post-graduate study programs
- coordination of accreditation of the programs of study related to professor and associate professor appointments, organization and administration of professorial appointment procedures and habilitation procedures
- agenda preparation for science council meetings
- finding new research funding sources and providing assistance in processing the applications of the solvers
- comprehensive provision of the agenda of foreign relations of the faculty and implementation of foreign programs; coordination of cooperation programs with partner universities
- organizational and administrative assistance for staff and students on trips abroad and for foreign guests visiting our faculty
- organizational and administrative provision of all forms of study approved by the scientific board and the management of the faculty, ensuring the process of the admission procedure
- keeping agenda of students' personal files, incl. entering and updating data in the IS
- organization of work ensuring the operability of the building, machinery and equipment, management of routine maintenance and security of the building

**b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

Dust

Given the nature of the working environment, the workplace is dust-free. **Category 1**

Chemical substances

The work does not involve the use of chemicals. **Category 1**

Noise

No machinery equipment is used in the working process that could generate noise at levels endangering the health of employees. **Category 1**

Vibration

There are no sources of vibration in the working process.

Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

Physical load

Given the nature of the work, this type of workplace factor is excluded. **Category 1**

Working body position

The work is performed predominantly in the basic body position while seated.  
The work is performed predominantly in the basic body position while seated. **Category 1**

Heat stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Psychical load

The work is not monotonous and the activity is not performed at a forced pace of work and not in a three-shift or continuous work system. **Category 1**

Visual load

This work is not associated with higher levels of exposure to visual load. **Category 1**

Works associated with biological factors

None.

Work under higher air pressure

None.

**Number of employees: 38, of which 30 women.**

**Final category 1**

#### **4. LIBRARIAN**

##### **a) Description of work activities**

- providing of library and bibliographic reference and information services to users
- ensuring the operation, maintenance and safety of specialized computer-based library loan systems
- keeping and administration of library borrowing records
- keeping and maintaining the systems for library collections management
- book cataloging by names according to standards and established methodologies
- management, protection and revision of library collections
- supervision in study rooms and reading rooms
- management and maintenance of library collections in library storage facilities and library rooms

##### **b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

###### Dust

Given the nature of the working environment, the workplace is dust-free. **Category 1**

###### Chemical substances

The work does not involve the use of chemicals. **Category 1**

###### Noise

No machinery equipment is used in the working process that could generate noise at levels endangering the health of employees. **Category 1**

###### Vibration

There are no sources of vibration in the working process.

###### Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

###### Physical load

Given the nature of the work, this type of workplace factor is excluded. **Category 1**

Working body position

The work is performed predominantly while seated, standing and occasionally walking. The work is performed predominantly in the basic body position while seated.

**Category 1**

Heat stress

The work environment does not involve exposure to this occupational factor.

**Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor.

**Category 1**

Psychical load

The work is not monotonous and the activity is not performed at a forced pace of work and not in a three-shift or continuous work system.

**Category 1**

Visual load

This work is not associated with higher levels of exposure to visual load.

**Category 1**

Works associated with biological factors

None.

Work under higher air pressure

None.

**Number of employees: 9, of which 6 women.**

**Final category 1**

## **5. TECNICIAN**

### **a) Description of work activities**

- safety checks of electrical appliances
- small maintenance works on electrical equipment, replacement of bulbs and discharge tubes
- exchanger station operation
- checking the economy of electricity consumption
- handling of the school furniture

### **b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

#### Dust

Given the nature of the working environment, the workplace is dust-free. **Category 1**

#### Chemical substances

The work does not involve the use of chemicals. **Category 1**

#### Noise

No machinery equipment is used in the working process that could generate noise at levels endangering the health of employees. **Category 1**

#### Vibration

There are no sources of vibration in the working process.

#### Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

#### Physical load

The work involves occasional lifting and transporting loads manually. The maximum admissible weight of loads to be carried manually does not exceed the maximum permissible values stipulated by the Government Decree. **Category 1**

Working body position

The work is performed predominantly while seated, standing and occasionally walking. The work is performed predominantly in the basic body position while seated.

**Category 1**

Heat stress

The work environment does not involve exposure to this occupational factor.

**Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor.

**Category 1**

Psychical load

The work is not monotonous and the activity is not performed at a forced pace of work and not in a three-shift or continuous work system.

**Category 1**

Visual load

This work is not associated with higher levels of exposure to visual load.

**Category 1**

Works associated with biological factors

**None.**

Work under higher air pressure

None.

**Number of employees: 1 man.**

**Final category1**



## **6. MAINTENANCE OPERATOR**

### **a) Description of work activities**

- handling of school furniture (or moving offices)
- repairs and maintenance of school and office furniture incl. use of carpentry tools and machines (electric circular saw and cutter)
- minor locksmith workS
- minor repairs of sanitary facilities

### **b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

#### Dust

The working environment is dust-free.

**Category 1**

#### Chemical substances

The work does not involve the use of chemicals.

**Category 1**

#### Noise

When maintaining school and office furniture, works on a circular saw are carried out occasionally (approx. 120 min. per month). Hearing protectors are used when working.

**Category 1**

#### Vibration

There are no sources of vibration in the working process.

#### Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

#### Physical load

The work involves occasional lifting and transporting loads manually. The maximum admissible weight of loads to be carried manually does not exceed the maximum permissible values stipulated by the Government Decree.

**Category 1**

Working body position

The work is performed predominantly while seated, standing and occasionally walking. The work is performed predominantly in the basic body position while seated. The total working time in unacceptable working positions does not exceed 30 minutes per eight-hour shift.

**Category 2**

Heat stress

The work environment does not involve exposure to this occupational factor.

**Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor.

**Category 1**

Psychical load

The work is not monotonous and the activity is not performed at a forced pace of work and not in a three-shift or continuous work system.

**Category 1**

Visual load

This work is not associated with higher levels of exposure to visual load.

**Category 1**

Works associated with biological factors

None.

Work under higher air pressure

None.

**Number of employees: 2 men.**

**Final category 2**

## **7. PORTER**

### **a) Description of work activities**

- 12-hour shifts
- provides basic information to visitors, students and staff
- operates the telephone exchange
- provides security of the building in the afternoon and night time
- in the period between 20.00 - 24.00 he performs several errands not exceeding 15 minutes, during which he checks the closing of windows and doors and the switching off of lights in common areas and classrooms

### **b) Classification by work environment factors within the meaning of Decree No. 432/2003 Coll., Annex 1**

#### Dust

Given the nature of the working environment, the workplace is dust-free. **Category 1**

#### Chemical substances

The work does not involve the use of chemicals. **Category 1**

#### Noise

No machinery equipment is used in the working process that could generate noise at levels endangering the health of employees. **Category 1**

#### Vibration

There are no sources of vibration in the working process.

#### Non-ionizing radiation and electromagnetic fields

There are no sources of radiation.

#### Physical load

Given the nature of the work, this type of workplace factor is excluded. **Category 1**

Working body position

The work is performed predominantly in the basic body position while seated.  
The work is performed predominantly in the basic body position while seated. **Category 1**

Heat stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Cold stress

The work environment does not involve exposure to this occupational factor. **Category 1**

Psychical load

The work is performed in a continuous working mode (twelve-hours of shift). **Category 2**

Visual load

This work is not associated with higher levels of exposure to visual load. **Category 1**

Works associated with biological factors

None.

Work under higher air pressure

None.

**Number of employees: 5, of which 2 women**

**Final category 2**

Job title (occupation)	Total number of employees	Number of women	Dust	Chemical substances	Noise	Vibration	Non-ionizing radiation and electromagnetic fields	Physical load	Working body position	Heat stress	Cold stress	Psychical load	Visual load	Works associated with biological factors	Work under higher air pressure	<b>FINAL CATEGORY</b>
Scientific-research staff	143	36	1	1	1	1	-	1	1	1	1	1	1	-	-	<b>1</b>
Information systems staff	8	1	1	1	1	1	-	1	1	1	1	1	1	-	-	<b>1</b>
Administrative staff	38	30	1	1	1	1	-	1	1	1	1	1	1	-	-	<b>1</b>
Librarian	9	6	1	1	1	1	-	1	1	1	1	1	1	-	-	<b>1</b>
Technician	1	-	1	1	1	1	-	1	1	1	1	1	1	-	-	<b>1</b>
Maintenance staff	2	-	1	1	1	1	-	1	2	1	1	1	1	-	-	<b>2</b>
Porter	5	2	1	1	1	1	-	1	1	1	1	2	1	-	-	<b>2</b>

Category I includes works performed under conditions in which an adverse effect on the health of employees is not likely.