

PROPOSAL FOR JOB CLASSIFICATION

January 15th, 2007

Approved by: prof. PhDr. Josef Krob, CSc.
Dean of the Faculty

ACCOMPANYING SHEET

Business name: Masaryk University, Faculty of Arts

Corporate office: Arna Nováka 1, 602 00 Brno

Company identification number: 00216224

Legal form: Public university

Subject of business: teaching, education, scientific research activities

Statutory representative: Dean of the Faculty – prof. PhDr. Josef Krob, CSc.

Telephone: 549 491 501

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.

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 Arts offers accredited programs of study, lifelong learning programs, professorial appointment procedures and habilitation procedures, and conducts scientific research activities.

Number of employees

Total number of employees: 418

Of which women: 224

Number of employees by job classification:

1. teachers:	248	of which 111 women
professors	39	6
associate professors	44	18
lecturers	94	39
graduate assistants	52	35
lectors	19	13
2. research and development staff and professional staff:	53	26 women
research and development staff	21	9
professional staff	26	13
draftsmen	3	3
laboratory technicians	1	-
photo-documentarist	1	-
3. information system staff:	9	-
head of the CIT	1	-
administrator of the CIT	2	-
ICT technician	1	-
professional staff	5	-
4. librarians	36	29 women
head of the library	1	1 woman
librarians	35	28 women

5. administrative staff	60	54 women
secretary	1	-
Director of UNESCO Chair	1	-
head of the - branch of the Austrian	1	1
- facility management	1	-
- economic affairs office	1	1
- HR office	1	1
- foreign affairs office	1	1
- study affairs office	1	1
- office for admission process	1	1
officers of the - economic affairs office	8	8
- HR office	1	1
- foreign affairs office	1	1
- study affairs office	8	8
- office for admission process	1	1
- science and research	1	1
- organizational	5	4
- edition	2	1
assistants	2	1
secretaries	21	21
mailroom officer	1	1
6. electrician	1	-
7. maintenance staff	5	-
8. porters	6	4

Occupational health care

The occupational health care services are provided to the employees by the contract physician: preventive health care services agreement concluded with MUDr. Věra Příbylová, office address: Slovákova 11, 602 00 Brno, telephone: +420 545 216 962

Working hours and night work

Duration of working hours: 8 hours + 0.5 h lunch break
overtime for porters within the limits set by law
there is no night work

Risk prevention

The level of occupational health and safety is checked periodically.

JOB CLASSIFICATION BY SPECIFIC OCCUPATIONS

The following occupations are represented at the Faculty of Arts:

1. teachers
2. research, development and professional staff
3. information system staff
4. librarians
5. administrative workers
6. electrician
7. maintenance staff
8. porters

1. TEACHERS

a) Description of work activities

- conducting lectures, seminars and exercises according to specific programs of study
- verification of students' knowledge in intermediate and 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 activities does not involve inappropriate body positions. **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: 248, of which 111 women.

Final category 1

2. RESEARCH, DEVELOPMENT AND PROFESSIONAL STAFF

a) Description of work activities

- scientific research and development activities in specific field of expertise
- collection and preparation of materials for analysis of research data
- analysis of research data
- analysis of conceptions and operational methods
- consultations, participation in teaching
- scientific publishing activity
- participation in scientific and research activities
- laboratory and technical drawing activities
- processing of bibliographic data
- providing of photo documentation, processing of video and digital recordings

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 activities do not involve inappropriate body positions. **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, 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: 53, of which 26 women.

Final category 1

3. 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 IT technologies
- HW and SW purchase

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 activities do not involve inappropriate body positions. **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 men.

Final category 1

4. LIBRARIANS

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
- 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 activities do not involve inappropriate body working positions. **Category 1**

Heath 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: 36, of which 29 women.

Final category 1

5. ADMINISTRATIVE WORKERS

a) Description of work activities

- management of economic and administrative affairs of the Faculty
- organizational and administrative activities related to the general operation of the Faculty
- preparation of documents for internal regulations of the Faculty
- preparation of the Faculty budget proposal, continuous
- monitoring of funds drawing funds accounting
- preparation of financial management overviews in the economic IT system
- administration of the agenda concerning acquisition, transfer, lending and disposal of movable assets, and ensuring the inventory management
- providing comprehensive HR management and administration
- management of tendering procedures
- administration of conclusion, changes and termination of employment contracts
- data processing and entering data into computer files
- preparation of documents for shredding and archiving
- organization and administration of educational events 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 administration of the foreign affairs of the faculty
- implementation of foreign programs of study
- coordination of cooperation programs with foreign partner universities and institutions
- organizational and administrative assistance for staff and students on trips abroad and for foreign guests visiting our faculty
- providing comprehensive study matters administration including the student register management system
- organization and administration of all approved forms of studying
- organization of entrance exams and review procedure
- management and administration of student's files

- organization and administration of matriculation, graduation ceremonies and other faculty events, conferences, etc.
- organization and administration of training for students and employees on OHS and FS
- organization of activities ensuring the operability and availability of buildings, machinery and equipment
- providing routine maintenance and repairs, and communication with third-party service providers
- providing porter services and security services in buildings
- waste management
- postal communication management including operating of the franking machine and fax machine

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 activities do not involve inappropriate body positions. **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: 60, of which 54 women.

Final category 1

6. ELECTRICIAN

a) Description of work activities

- safety checks of electrical appliances
- small maintenance works on electrical equipment, replacement of bulbs and discharge tubes
- 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

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 activities does not involve inappropriate body positions. **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 category 1

6. MAINTENANCE STAFF

a) Description of work activities

- performing routine maintenance and repair work
- correcting reported defects
- control of compliance with safety regulations in all premises of the faculty
- handling with furniture and other equipment in lecture halls, classrooms and offices
- maintenance of courtyard and outdoor green areas"
- maintenance of sidewalks including snow removal

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

The maintenance of school and office furniture involves occasionally working with circular saw (approx. 120 min/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 No. 178/2001 Coll. setting forth conditions for the protection of employees' health at work, as amended by the Government Decree No. 523/2002 Coll.

Category 1

Working body position

The work is performed predominantly while seated, standing and occasionally walking. The work activities does not involve inappropriate body positions.

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: 5 men.

Final category 1

8. PORTERS

a) Description of work activities

- opening and closing of buildings and entrance gate, registration of vehicles entering the faculty premises o issuing and receiving keys at the gatehouse o checking the closing of doors and windows, switching off the lights in the facility buildings
- answering and routing phone calls, providing of informations
- operating the FAS (fire alarm system) and EAS (electronic alarm system)

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 activities does not involve inappropriate body positions. **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 employee do not work in a three-shift 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: 6, of which 4 women.

Final category 1

Masaryk University
Faculty of Arts
Arna Nováka 1, 602 00 Brno

Job title (occupation)	Total number of employees	Number of women	Dust	Chemicals	Noise	Vibration	Non-ionizing radiation and electromagnetic	Physical load	Working body position	Heat stress	Cold stress	Psychical load	Visual load	Working with biological agents	Work under higher air pressure	FINAL CATEGORY
Teachers	248	111	1	1	1	1	-	1	1	1	1	1	1	-	-	1
research, development and professional staff	53	26	1	1	1	1	-	1	1	1	1	1	1	-	-	1
information system staff	9	-	1	1	1	1	-	1	1	1	1	1	1	-	-	1
librarians	36	29	1	1	1	1	-	1	1	1	1	1	1	-	-	1
administrative workers	60	54	1	1	1	1	-	1	1	1	1	1	1	-	-	1
electrician	1	-	1	1	1	1	-	1	1	1	1	1	1	-	-	1
Maintenance worker	5	-	1	1	1	1	-	1	1	1	1	1	1	-	-	1
Porter	6	4	1	1	1	1	-	1	1	1	1	1	1	-	-	1