



2 System of Positions for Support Staff at the Faculty of Science MU

TECHNICAL SUPPORT STAFF – TEACHING & RESEARCH		
Unit	Departments including Institute of Physics of the Earth	
Position Assignment - Characteristic of Work Tasks	Technical staff who does not perform creative research duties but is key for the preparation and realisation of research tasks and operation of technical facilities.	
	Technical and other tasks related to research, application of scientific concepts and operational methods in science and technology.	Specialized and technical tasks with overlap to conceptual and creative tasks, including agendas related to research.
Wage Category/ Position*	TECHNICIAN	SPECIALIST
1		
2		
3	TECHNICIAN I	
4	TECHNICIAN II	
5	TECHNICIAN III	SPECIALIST I
6	TECHNICIAN IV	SPECIALIST II
7		SPECIALIST III
8		SPECIALIST IV
9		SPECIALIST V
10		

SUPPORT STAFF – ADMINISTRATION & OPERATIONS				
Unit	Departments / Dean’s Office including Botanical Garden and Library			
Position Assignment - Characteristic of Work Tasks	Employees who ensure various administrative, operational, economical, technical agendas important for proper operation and management of the workplaces.			
	Tasks of manual nature – service work, maintenance or reparation.	Administrative or organisational tasks performed as per defined procedures.	Specialized tasks and duties, usually ensured by the Dean’s office.	Coordination and managerial tasks at the level of faculty processes.
Wage Category/ Position*	WORKER	OFFICER	SPECIALIST	MANAGER
1	WORKER I			
2	WORKER II			
3	WORKER III	OFFICER I		
4	WORKER IV	OFFICER II		
5		OFFICER III	SPECIALIST I	
6		OFFICER IV	SPECIALIST II	
7			SPECIALIST III	MANAGER I
8			SPECIALIST IV	MANAGER II
9			SPECIALIST V	MANAGER III
10				MANAGER IV

Explanatory Notes:

[*] Positions and corresponding wage categories of other (non-academic) employees as per the MU Job Catalogue (Annex No. 6).

 Wage categories prevalently used for position assignment at the SCI MU.
 Wage categories as per the MU Job Catalogue.

Position Profiles and Job Titles for Support Staff at the Faculty of Science MU

DEPARTMENTS: Support Staff – Research

Position	Wage Categ.	Job Titles	Min. Level of Education	Job Purpose	Characteristic of Work Tasks Corresponding to Wage Category	Main Duties	
TECHNICIAN	Technician II	4	Technician Laboratory Technician	Secondary Vocational School / High School	Technical and other tasks related to realisation of research activities of the workplace – usually preparation of research activities and application of <i>scientific concepts and operational methods of respective scientific domain</i> .	Performance of routine, simpler technical/laboratory tasks according to instructions of researchers and established procedures. Carrying out various operational, technical or related administrative tasks.	In line with research and development activities of the workplace, mainly: *preparation and collection of samples/material as per the relevant methods and procedures *carrying out routine tests/experiments in line with scientific methods
	Technician III	5	Technician Laboratory Technician Sampling Technician	High School with leaving examination certification	These tasks are usually carried out in line with the instructions given by the researchers and following the scientific domain-related operating procedures. Employees also ensure the operations of the research facilities and preparation of the workplace for educational and research activities.	Performance of comprehensive technical/laboratory tasks that are important parts of broader processes, in line with operating standards and given directions, with the option to select the solution and procedure. Carrying out of various operational, technical or related administrative tasks.	*data processing including basic data analysis and outputs/reports *installation, operation, maintaining and reparation of research assets used in laboratory or in fieldwork *administrative tasks related to operations of the technical assets at the workplace.
	Technician IV	6	Technician Laboratory Technician	University (typically) / High School with leaving examination certification + adequate work experience	Employees may also be involved in educational activities of the workplace – students’ supervision in the laboratory, assistance in the seminars in form of demonstration of laboratory methods, preparation of working instructions/ tools for seminars, induction training on usage of laboratory equipment and instruments, collections’ register. (as per the needs and superior’s instructions). Differentiation of the job titles: Laboratory Technician carries out laboratory tasks (as per instructions and standard operating procedures) or samples analysis. Technician carries out various tasks that help to ensure operations of research or performs the fieldwork.	Independent performance of specialized agendas related to coordination of laboratory’s operation or technical equipment, including the coordination of processes and tasks, set-up of new methodologies or procedure standards. <i>Assignment to these positions is typical for the research infrastructures / large departments for which it is efficient to establish a separate laboratory coordination role in line with the scope of work and operational needs (otherwise such tasks can be split within the assignment in the wage category no. 5).</i>	To ensure the proper functioning of the research facility: *independent administration of laboratory/research facilities including the quality, operations, service and further development *coordination of work tasks of other technicians including the OHS and their methodological supervision *optimisation of the operating procedures for usage of research assets *partially also carrying out the ordinary tasks of technicians

	Position	Wage Categ.	Job Titles	Min. Level of Education	Job Purpose	Characteristic of Work Tasks Corresponding with Wage Category	Main Duties
SPECIALIST	Specialist II	6	Specialist Programmer Information Analyst	University (typically) / High School with leaving examination certification provided particular specialisation and extensive work experience	<p>Performance of specialized/expert tasks in search activities of the workplace, related to application of scientific concepts and complex methods related to particular scientific domain or their further development, strengthening of expertise.</p> <p>Employees are involved in comprehensive analyses, development of new concepts and techniques supporting the realisation of research activities or used operational methods, with the aim to enhance the research assets or outcomes, in close cooperation with researchers or independently.</p>	<p>Independent performance of complex specialized/expert tasks in the laboratory or technical ones, with option to set-up new procedures, providing a methodological supervision to technicians.</p> <p>Performing partial creative tasks, which are key parts of the specialized research activities.</p>	<p>In line with domain/specialisation, mainly:</p> <ul style="list-style-type: none"> *to carry out expert technical agendas independently, including preparation of materials *to perform measurements on specialized equipment including technical assistance, testing of proposed procedures *comprehensive laboratory tasks and experiments including data preparation or analysis
	Specialist III	7	Specialist Programmer Analyst	University	<p>To perform such tasks, it is necessary to continuously deepen the knowledge of actual scientific findings and methods in the respective domain or advanced technological procedures and their application.</p>	<p>Performance of expert and complex technician/laboratory tasks including the optimisation of procedures and solutions. Performance of methodological / conceptual tasks and creative (development) tasks carried out through a manner and with outputs not specified in advance.</p>	<ul style="list-style-type: none"> *to programme/develop applications usable in research activities *data processing and advanced data analysis including preparation of reports *development of new methods/ procedures and their validation

DEPARTMENTS: Support Staff – Administration & Operations

	Position	Wage Categ.	Job Titles	Min. Level of Education	Job Purpose	Characteristic of Work Tasks Corresponding with Wage Category	Main Duties	
WORKER	WORKER I	1	Cleaning Staff Glass Washer	Primary School	Performance of routine manual tasks that are important for the maintenance of premises or equipment.	Performance of auxiliary and less qualified repetitive tasks, in accordance with defined procedures.	Due to diversity of works performed at these positions, duties of the particular position (job title) are specified in employee's job description, in line with the administrative and operational needs of the Department.	
OFFICER	OFFICER II	4	Administrative Assistant	High School with leaving examination certification	Performance of various administrative tasks important for the proper operations of the Department, conducted in line with agendas of the Dean's Office. Tasks are carried out in accordance with established methodological procedures and in close cooperation/ under the guidance of relevant Dean's Office workplace / Department Bursar.	Performance of repetitive administrative and operational tasks according to established procedures.		
	OFFICER III	5	Secretary (complex admin tasks) Officer (in specific domain/s) Project Administrator	High School with leaving examination certification		Performance of broader administrative, economic or operational activities or preparation and administration of documents for specialized agendas, in accordance with defined procedures.		
	OFFICER IV	6	Promotion Officer Marketing Assistant	University	Administration and coordination of specialized agendas in the area of promotion of education and research.	Independent performance of administrative tasks and partial creative activities.		
SPECIALIST	SPECIALIST I	5	ICT Technician	High School with leaving examination certification	Performance of various specialized tasks that are necessary for securing or coordination of economic, administrative, technological and other agendas at the Department. These activities are carried out in close cooperation with the relevant Dean's Office workplace and in accordance with methodological procedures.	Performance of specialized tasks of operational nature, which are important parts of the agenda provided by the workplace, according to standard operating procedures.		
	SPECIALIST II	6	ICT Administrator Project Financial Manager	University		Independent performance of specialized tasks that are the core parts of specialized agendas, including partial coordination of activities or selection of procedures and solutions.		
	SPECIALIST III	7	Project Coordinator Infrastructure Coordinator Public Tender Coordinator	University		<i>These positions are established based on operational needs of the Department, usually created when conducting large research projects.</i>		Performance of specialized/system-related tasks lined to comprehensive delivery and coordination of specialized agendas that are performed in an unspecified manner/with unspecified outputs.
MANAGER	MANAGER I	7	Department Bursar	University	Methodological coordination of administrative, technical and economic agendas across the Department, including their implementation and compliance, in close cooperation with the Faculty Bursar and the Dean's Office.	Complex coordination of entrusted agendas and related processes and systems across the Department, including the option to select and optimize procedures and solutions, in accordance with the methodical guidelines of the Dean's Office workplaces.		Duties of this position are specified in employee's job description, in line with the Organisation Rules of the Faculty/Department.

DEAN ´S OFFICE: Support Staff - Administration & Operations

	Position	Wage Categ.	Job Titles	Min. Level of Education	Job Purpose	Characteristic of Work Tasks Corresponding with Wage Category	Main Duties
WORKER	WORKER I	1	Cleaning Staff	Primary School	Performance of various tasks that are important for the operations and maintenance of the faculty's premises - in particular simple/routine activities of manual character in the area of buildings maintenance, simple crafts and repairs or basic logistics activities etc.	Performance of auxiliary and less qualified repetitive work.	Duties of the particular position (job title) are specified in employee's job description, in line with the specialized agenda provided by the workplace stated in the Faculty's Organisation Rules. <i>These positions are relevant for the Botanical Garden and Building Management Office.</i>
	WORKER II	2	Gatekeeper	Primary School		Performance of auxiliary, operational, handling or administrative tasks according to standard procedures.	
	WORKER III	3	Electrician, Plumber, Painter, Joiner, Maintenance Man, Locksmith Gardener	Secondary Vocational Education		Performance of routine craft and service works according to established operating procedures, including also related paperwork, operational and technical tasks which are part of the comprehensive agenda of the workplace.	
OFFICER	OFFICER II	4	Mailroom Clerk	High School with leaving examination certification	Performance of various administrative activities carried out to ensure correspondence and logistics of documents.	Performance of repetitive administrative and operational tasks according to established procedures.	Duties of the particular position (job title) are specified in employee's job description, in line with the specialized agenda provided by the department stated in the Faculty's Organisation Rules. <i>These positions and job titles are relevant for the Office for Studies and the Office for Research, Doctoral Studies and International Relations</i>
	OFFICER III	5	Assistant (Dean's Office)	High School with leaving examination certification	Performance of various administrative and organizational activities to ensure operations of the Dean's Office, in accordance with the faculty procedures.	Performance of various administrative and office tasks, including processing and storage of information and data, record keeping, organisation of appointments.	
	OFFICER IV	6	Study Registrar Assistant for Research and Development / International Relations	University (typically) / High School with leaving examination certification provided extensive work experience	Performance of administrative and organizational activities linked to the agenda of the educational process at the faculty and its further development, including organizational support of students' creative activities.	Independent performance of tasks and agendas or performance of methodological and partial creative activities, which are the core part of specialized agendas.	

SPECIALIST	SPECIALIST I	5	ICT Technician Librarian	High School with leaving examination certification	Performance of various specialized tasks necessary for the delivery of personnel, economic, administrative, technological and other specialized agendas of the Dean's Office or the Botanical Garden that are defined by the Organisation Rules of the Faculty.	Performance of specialized tasks that are important parts of the agendas provided by the workplace, according to standard operating procedures.	Duties of the particular position (job title) are specified in employee's job description, in line with the specialized agenda provided by the department stated in the Faculty's Organisation Rules.
	SPECIALIST II	6	ICT Administrator/ Programmer Librarian-Specialist Accountant / Accountant for Property & Investment Bookkeeper HR Generalist Wage Clerk Occupational Safety & Fire Protection Specialist Specialist (Botanical Garden)	University (typically) / High School with leaving examination certification provided extensive work experience		Independent performance of tasks that are the key parts of the agenda provided by the workplace. Performance of expert and analytical work including comprehensive problem-solving in accordance with established procedures and partial contribution to process optimization.	
	SPECIALIST III	7	Lawyer Project Financial Manager Personnel Analyst	University		Independent performance of expert agendas with high demands on subject matter knowledge, including partial coordination tasks. Methodological and conceptual work carried out in an unspecified manner, with option to choose the way of solution.	
MANAGER	MANAGER I	7	PR & Communication / Marketing Manager Project Manager Public Tender Manager Occupational Safety & Fire Protection Manager	University	Performance of specialized agendas requiring complex coordination and organization of processes and procedures across the Faculty.	Performance of specialized, methodological and creative tasks requiring management and coordination of larger processes and systems, related to the activities of other workplaces, also with the selection and optimization of procedures and solutions.	Duties of the particular position (job title) are specified in employee's job description, in line with the specialized agenda provided by the department stated in the Faculty's Organisation Rules.
	MANAGER II	8	Quality Manager HR Manager Lawyer			Performance of specialized, system-related tasks with extensive links to different fields of activities with high demands on the ability to solve complex situations. Coordination and optimization of key processes and systems with extensive internal/external links, and links to work of other workplaces.	
	MANAGER II	8	Head of the Workplace... (Dean's Office workplaces and Botanical Garden)	University	Management of the workplace, including the people management and assurance of the effective delivery of the department's specialized agenda.	Management of the workplace operation and coordination of its activities including performance of comprehensive tasks with extensive links to activities of other workplaces inside/outside the faculty, providing methodological guidance in the respective processes and assuring their quality.	Duties of the particular position (job title) are specified in employee's job description, in line with the managerial position duties stated in the Faculty's Organisation Rules.

