

## **Groups of work for the purpose of determining the lowest level of guaranteed salaries I.**

### I. General characteristics of the groups

#### 1st group of work

Individual work tasks of the same type with objects (elements) forming a simple whole, carried out according to precise instructions and with precisely defined outputs and with general links to other processes. Load handling work with single objects, simple tools and instruments without links to other processes and activities, including work with possible unilateral strain on small muscle groups, in a possible imposed work rhythm, in slightly impaired working conditions and with a possible risk of occupational injury.

#### 2nd group of work

Homogeneous work with a general assignment and well-defined outputs, with more options to choose a different approach and with generally links to other processes (hereafter 'simple expert work'). Work with units and assemblies of several individual elements (objects) with a logical (special-purpose) arrangement and partial links to other units (assemblies). Work anticipating simple working relationships. Long-term and unilateral loading of larger muscle groups. Slightly increased mental demands associated with the independent solving of a group of homogeneous time-steady work operations according to given procedures.

#### 3rd group of work

Diverse, generally-defined work with assignments according to standard procedures, with defined outputs, procedures and links to other processes (hereinafter 'expert work'). Work with complete systems composed of many elements with partial links to a small set of other systems. Coordinating work in variable groups. Directing simple routine and load-handling work and processes in variable groups, teams and other non-stable organisational units and without subordination of a group of employees, coupled with responsibility for damage that cannot be eliminated by own efforts and in a short period of time.

Increased mental demands resulting from independent task solving with a variety of concrete phenomena and processes and with demands on imagination and predictability, ability to compare, attention and flexibility. Significant sensory demands. Significant loading on large muscle groups in very difficult working conditions.

#### 4th group of work

Expert work carried out with complete independent systems with possible subdivision into smaller sub-systems and with links to other systems. The provision of a broader set of expert work with generally defined inputs and method of performance and defined outputs that are an organic part of broader processes (hereinafter 'expert specialist work'). Directing and coordinating simple expert work. Work within complex systems with internal subdivision into complete subsystems with close links to other systems and with internal subdivision also outside the organisation.

Mental effort resulting from independent task solving, where concrete and abstract phenomena and processes of a diverse nature are equally represented. Demands for application skills and adaptability

to various conditions, for logical thinking and a certain amount of imagination. High demands on the identification of very small details, features or other visually important information, and increased demands on the vestibular apparatus. Excessive loading of large muscle groups in extreme working conditions.

#### 5th group of work

Expert specialist work in which the subject is a complex independent system composed of several other homogenous units or the most complex independent units. Coordination and direction of expert work. The provision of a set of activities with generally defined inputs, generally determined outputs, considerable variation in solution methods and procedures, and specific links to a wide range of processes (hereinafter 'systemic work'). The subject of this work is a complex system composed of independent heterogeneous systems with fundamental determining internal and external links. Coordination and direction of expert specialist work.

Increased mental effort resulting from the independent solving of a set of tasks where abstract phenomena and processes are represented to a higher degree, with demands on cognition, understanding and interpreting phenomena and processes. High demands on memory, flexibility, and analysis, synthesis and general comparison skills. High demands on the vestibular apparatus. Exceptional stress on the nervous system.

#### 6th group of work

Systemic work, the subject of which is sub-fields of activities with a broad scope. A set of systemic activities with variable general inputs, generally determined outputs, methods not specified in advance, and procedures with broad links to other processes (hereinafter 'systemic specialist work'), where the subject is fields of activity composed of systems with extensive external and internal links.

The work involves significant mental effort due to the high complexity of the cognitive processes and the higher degree of abstract thinking, imagination, generalisation and the need to make decisions according to different criteria.

#### 7th group of work

Systemic specialist work whose subject of activity is a set of fields or a field with an extensive internal structure and external links. Complex coordination and direction of systemic work. Activities with unspecified inputs and solution methods, and very broadly defined outputs with very broad links to other processes, creative development and conceptual work and systemic coordination (hereafter 'creative systemic work'). The subject is a set of fields or a field with extensive internal subdivisions and numerous links to other fields and with a scope and impact on extensive population groups, or a set of otherwise demanding fields. Coordination and direction of systemic specialist work.

Discovering new procedures and methods and finding solutions in unconventional ways. Transfer and application of methods and techniques from other sectors and areas. Decision-making within highly combinable and rather abstract and heterogeneous phenomena and processes from varying sectors and fields. High mental effort resulting from high demands on creative thinking.

## 8th group of work

Creative systemic work, where the subject is a branch as a set of interrelated fields or the most challenging fields of fundamental importance. Activities with unspecified inputs, solution methods and outputs, with possible links to a whole spectrum of other activities, where the subject is individual scientific fields and disciplines and other most extensive and most demanding systems.

Very high mental effort due to high demands for creative thinking on a highly abstract level with considerable variability and interaction of processes and phenomena, and the capability to carry out unconventional systemic thinking in the broadest context.

## II. Examples of work in groups by field

### **Administrative, economic, operational and management activities**

#### 2nd group

1. Recording, receiving, dispensing and sorting a limited number of homogenous items, keeping simple records, reports and lists.
2. Providing various types of information, and information and other documents and materials according to generally defined procedures.

#### 3. Group

1. Cash handling.
2. Independent work on computers in an environment of database systems, spreadsheets, word processors, etc.
3. Invoicing and invoice processing, saving accounting documents and records of accounting units and their storage, making individual accounting entries about accounting cases, including collecting and checking the requisites of accounting case documents, calculating travel allowances.

#### 4th group

1. Calculation of amounts, payment, and settlement of salaries, salary compensation, sickness and other benefits provided to employees, calculation and implementation of deductions from salaries, ensuring the administration of employee income tax, and social and health insurance premiums.
2. Separate accounting for receivables and liabilities for settlement (with customers, suppliers and employees) and the settlement of taxes and subsidies, in the area of funds and resources, receivables and liabilities. Monitoring and recording movements (financial operations) and balances of funds in bank accounts, and checking bank balances and cash. Execution of payment and settlement transactions with banks. Making corrections in accounting documents. Performing asset and liability inventories.

3. Carrying out minor expert technical administration or carrying out expert operational and technical work, for example checking the implementation of investments, carrying out input, intermediate and output quality control, managing and directing service and auxiliary production and operations, ensuring the operability and management of simpler technical and technological equipment and buildings.

4. Ensuring the repair, maintenance and commissioning of simple mechanical, transport, mechanisation and other technical and operational equipment, including the provision of service activities or the organisation of operations.

#### 5th group

1. Ensuring the personnel and payroll agenda.

2. Bookkeeping for the accounting unit, coordinating the accounting of states, movements and differences for assets and liabilities, costs and revenues, expenses and income, and the profit/loss, including the preparation of the financial statements and keeping ledgers. Budget compiling. Arranging financing, financial resource administration, clearing and payments, and loans. Analysis of receivables and liabilities.

3. Independent handling of the tax agenda and tax proceedings with the tax administrator.

4. Provision of individual parts for the business activity, such as market research, supply and sales. Calculations.

5. Managing large assets.

6. Creating and testing application software.

7. Ensuring the correct functioning and operation of defined user sections of the information and communication infrastructure. Determining and organising methods and procedures for using computer communication means. Protecting, maintaining and updating complex databases. Ensuring the management, 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 database management services for users. Monitoring and setting parameters according to user requirements.

8. Ensuring occupational safety in hazardous work environments.

9. Preparing design documents for simpler assemblies and design solutions for simple products, including determining technical conditions.

10. Establishing technological procedures according to general guidelines or standard procedures.

11. Preparing or implementing small-scale investments or minor parts of large investments.

12. Managing expert work in a defined technological production or operational section (foreman, dispatcher).

#### 6th group

1. Developing organisational relations, human resources and remuneration concepts, or employee training and education.

2. Ensuring business activities, including programme development and the implementation of international business relations. Organising sales. Creating price proposals.

3. Creating accounting methodology.

4. Providing a funding system.

5. 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 verification tests for reduced or combined projects for the development of information and communication systems, software or information services that are independent of or have limited links to other information systems, or are combined with other external purchasing and implementing of information systems or the development of their operation and maintenance.

6. Providing computer system management. Providing methodical guidance for users, defining their problems and solving them with all system management participants. Providing new system settings, resolving access rights for specific users for accessing computer system applications. Ensuring operations during changes to information and communication system or software projects, elaborating plans, standards and procedures for changes in operation and maintenance, operational testing, preparing and implementing modifications and ensuring their integrity, and providing support to users. Designing and optimising databases, including their protection and maintenance, creating new modules and new versions, solving non-standard problems with vendors, applying updates and changes. Constructing, managing and operating LAN networks, and creating user applications for these networks and for individual workstations.

7. Creating information and communication system designs.

#### 7th group

1. Determining the financial strategy of the organization, conducting financial operations in the financial and capital markets, coordinating financial and other activities, and ensuring a balance between the resources and needs of the organisation. Creating pricing concepts.

2. Creating overall marketing strategies, marketing coordination for all activities. Preparing marketing forecasts.

3. Creating concepts for information and communication systems with extensive hierarchical structures and links to other information systems and potentially with extensive databases.

4. Developing new application software and 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, graphical, office and other end-user applications, networks, databases. Designing new tools and the means to implement these systems.

8th group

1. Determining the organisation's business, commercial and financial strategies, conducting financial operations in the financial and capital markets, coordinating financial and other activities, and ensuring a balance between the organisation's resources and needs.

### **Tourism**

2nd group

1. Accompanying domestic and foreign tour groups with commentary.

3rd group

1. Organising tour group programmes in the Czech Republic and abroad, including selecting routes and providing expert commentary. Ensuring the material and financial aspects of the event.

4th group

1. Organisational accompaniment of tour groups in the Czech Republic and abroad, including interpreting during specialised or thematic tours, ensuring the material and financial aspects of the entire event and negotiating with foreign partners.

5th group

1. Organisational accompaniment of tour groups abroad on itineraries covering several states, negotiations with foreign partners, selling and billing of additional services for foreign currency, providing qualified commentary and interpreting.

### **Transport**

2nd group

1. Driving and routine maintenance of battery-powered trucks operating off public roads, including load handling.

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

3. Transporting passengers on a designated ferry route on a ferryboat without its own propulsion while complying with all safety regulations, including collecting fares and settling revenues. Carrying out minor maintenance of the boat and port.

### 3rd group

1. Driving, maintaining and repairing road motor vehicles with more than 9 seats, including the driver, or with a gross vehicle weight of more than 3.5 t.
2. Carrying out medium and general repairs of cars, including engine adjustments, repairs and adjustment of pneumatic, hydraulic and electrical systems.
3. Driving and operating metro trains for passenger transport.
4. Assembling and repairing functional parts of motor vehicles, such as carburettors, transmissions, distributors, starters and axles, including wheel alignment.
5. Transporting passengers on ferryboats on waterways while complying with all safety regulations, including fare collection and settling revenues. Carrying out boat maintenance and ensuring engine operability and maintenance.

### 4th group

1. Inspecting motor vehicles after repair, or fault diagnosis and testing of engines and electrical and electronic vehicle accessories, including fault rectification.
2. Regeneration column control and maintenance, and coordinating work activities during the repair of bituminous road surfaces.
3. Driving, operating and maintaining traction vehicles of passenger and freight trains on secondary railway lines.
4. Carrying out the most complex replacements of aviation equipment or parts thereof, detecting and rectifying faults.
5. Independent piloting of vessels, managing the loading and unloading of goods into and out of vessels, expert and safe stowage of cargo and captaincy of tugs.

### 5th group

1. Driving, maintaining and repairing motor vehicles exceeding 8 metres in length and designed to carry more than 16 persons.

## **Rubber, plastic**

### 2nd group

1. Vulcanising rubber products on a deck press.
2. Coating textiles with rubber solutions on coating machines.
3. Moulding or injection moulding of very complex plastic products.

4. Mixing of PVC mixtures on different types of mixing machines.

5. Operating welding lines.

3rd group

1. Controlling a three-roller textile rubberising line.

2. Adjusting and controlling a blow moulding machine with electronic regulation of individual technological blowing elements with overflow trimming for the production of barrels and complex technical vessels.

3. Controlling two- and multi-colour plastic printing lines.

4. Operation and control of printing rollers, printing of plastic products including ink preparation.

4th group

1. Controlling and managing a discontinuous line for the production of laminated materials, e.g. clad boards for the production of printed circuit boards.

### **Chemistry, laboratory work**

3rd group

1. Independent performance of special laboratory analyses, including of non-standard substances.

2. Comprehensive analysis of non-standard samples using instrumental methods.

4th group

1. Independent laboratory work in research laboratories, including documentation, performing analyses of non-standard substances on the most complex instruments.

5th group

1. Remote control of continuous gasoline cracking in the production of vinyl chloride monomer to acetone and ethylene and compression of the cracking gas.

### **Ceramic production**

1st group

1. Preparing materials, e.g. de-aeration of ceramic materials on a vacuum press, transportation of materials and collection of returnable waste.

2. Pouring products, e.g. candlesticks, tankards, bowls, pipe angles, soap dishes, etc.

3. Glazing of medium-sized products by spraying, pouring, dipping and coating, including hand glazing.



## 2nd group

1. Creative work, e.g. operating semi-automatic presses, casting of columns and similar products including their retouching, manual pouring of bed pans, bidet bases, etc., pouring of hollow products on carousels, pouring and complete finishing of decorative porcelain and ceramics, turning of flat products on semi-automatic plate machines, etc.
2. Glazing and firing of products, e.g. glazing of large or complex figurative and utilitarian ceramic products, operating glazing machines and placing products on multi-level tunnel kiln carts.

## 3rd group

1. Pouring of the most complex products from multi-part moulds, moulding of decorative and figurative ceramics and porcelain products with complex relief, and winding, turning and finishing hollow products.
2. Glazing and firing of products, e.g. hand glazing of medical ceramic products, separate firing of products decorated with precious metals, separate firing of products in a gas tunnel kiln, etc.

## **Leather production**

### 1st group

1. Simple machine sewing. 2. Gluing of whole surfaces, spreading glue, gluing of parts with more complex shapes.

### 2nd group

1. Handling, punching and manual cutting of leather parts for less technologically demanding products and parts made of other materials.
2. Complete assembling of simple haberdashery products by sewing or folding.

### 3rd group

1. Complex assembly of products by machine sewing or folding over edges.
2. Complex preparation of models of complex luggage products, bags, handbags, balls, hockey or boxing gloves.
3. Hand scraping of hides with hide scrapers.
4. Machine sewing on special saddlery machines, heavy hand sewing of saddlery products (harnesses, halters, reins, etc.).

#### 4th group

1. Complex preparation of models of complex luggage products, bags, handbags, balls, hockey or boxing gloves.
2. Complex fur work, e.g. sorting before draining, fixing, transverse transplanting and subsequent draining, including calculation and drawing of areas and cuts, sorting and assembly of strips in the production of coats, pallets and tippets from noble materials.
3. Punching and handling of all kinds of upper parts made of pressed leather materials with a punching machine.
4. Complete production of shoe uppers of fashionable designs by sewing or gluing, including cutting and handling of parts.
5. Tanning of hides with chromium and tannins.

#### **Forest production**

##### 2nd group

1. Debranching of trees associated with climbing into the canopy, felling of trees in difficult conditions.

##### 3rd group

1. Collecting timber by mechanised means (tractors, forwarders), including mechanised piling and processing after logging.
2. Logging with chainsaws, including debranching with technological linkage to other logging production.

#### **Business operations and hospitality**

##### 1st group

1. Preparatory and minor work in business operations, including manual transport of goods and bottle redemption.
2. Assisting in the production of food, such as collecting, washing and cleaning dishes, and operating manual kitchen machines.
3. Services for hotel guests, including baggage handling and issuing room keys.

##### 2nd group

1. Separate sale of goods and hot meals in canteens and buffets, together with serving on plates.
2. Production of simple types of hot and cold meals made from semi-finished products according to established working procedures, production of soups and side dishes.

3. Serving in company canteens and similar catering establishments with possible payment collection.
4. Care of rooms, their accessories and inventory in international hotels, care of guests. Handling minor complaints, keeping a ready store of linen and auxiliary material.
5. Selling fuels, lubricants and other products at filling stations, and payment collection in cash or by credit card.
6. Sorting and quality control of goods in packing plants, operating packing machines or lines.

#### 3rd group

1. Offering and independent selling of goods, accepting, storing, displaying and arranging goods in a store, including payment collection.
2. Checking purchased goods, and payment collection in cash or by credit card, e.g. in supermarkets.
3. Producing and serving common types of hot meals, such as stews, soups, fruit dumplings and side dishes.
4. Producing technologically demanding hot cuisine specialities, such as special rolls, atypical game and fish dishes, and complex stuffed and baked dishes.
5. Independent selling of goods or services requiring special expertise, and independent handling of complaints.
6. Producing technologically demanding hot dishes, such as tenderloin, stuffed meats and cold cuisine specialities.
7. Processing and finishing of slaughterhouse meat, skinning, gutting of poultry and fish for kitchen processing including grading by species.
8. Organising and providing cleaning work and additional services in accommodation facilities, handling of common complaints of hotel guests.
9. Independent receiving and processing of orders for accommodation and other hotel services, and payment collection in cash and by credit card.
10. Serving customer orders in restaurants or bars, including mixing drinks, table setting and payment collection.

#### 4th group

1. Producing demanding specialities of Czech and international cuisine, producing cold cuisine specialities for banquets and receptions, including compiling own recipes.

2. Providing a hospitality service with the production of hot meals, managing the administrative and economic agenda.

3. Purchasing and selling art and antique objects, including their valuation, or purchasing gold, and other precious metals and stones.

### **Clothing production**

#### 1st group

1. Minor sewing work, sewing pockets, pouches, hemming, sewing on buttons.

#### 2nd group

1. Fitting sleeves to formal and outdoor garments, taking into account differences in materials and the shape of the garments, including shaping armholes.

2. Making and sewing trousers.

#### 3rd group

1. Producing the entire product for individual orders.

#### 4th group

1. Making dress suits, dinner jackets, historical garments, jackets and coats to individual measurements in off-the-shelf and custom production.

### **Operational and technical work**

#### 4th group

1. Setting technological procedures and technical conditions for complete parts of production using common universal machines and equipment, a limited range and quality of raw materials and materials, tools, jigs, etc.

2. Independent execution of demanding comprehensive technical work or provision of partial expert technical agendas. Independent provision of technical operation, assembly, servicing and commissioning of technical and technological equipment. Technical provision and organisation of maintenance and repairs of technological equipment, buildings and other large asset sets.

#### 5th group

1. Determination of technological processes or organisation of production and operating systems with high demands on precision and reliability, e.g. metal forming and machining, chemical surface treatment, and vehicle repair.

2. Preparation or implementation of investment projects, processing of investment plans according to assignments, financing methods, project preparation, etc. Dealing with property relations according to

investment plans and technical and economic requirements. Preparing budgets and cost plans for preparatory, survey and design work, supervision of the investment implementation process, selection and coordination of contractors and other construction participants, acceptance of works, preparation, conclusion and execution of contract amendments, verification and ensuring completeness of investment documentation and preparation of records and handover reports, ensuring the elimination of deficiencies during the implementation of works. Ongoing monitoring of the use of budget funds. Technical and economic evaluation of the effectiveness of investments, including proposals for change measures. Assessing technical and economic investment assignments in terms of financial security.

3. Ensuring the proper technical condition of selected technical equipment. Ensuring the maintenance and organisation of repairs of entrusted equipment. Providing spare parts, inspection plans, maintenance and routine and medium repairs of entrusted equipment.

4. Preparing technical, hygiene and other standards and norms, including arrangement in collections of standards and norms (cataloguing).

5. Independent preparation or assessment of projects for buildings, technological equipment or the arrangement of operational processes, including preparation of project documentation and planning documents. Processing projects for construction and technological parts.

6. Design solutions for complex products and equipment. Independent creative solutions for types, models, shapes, and patterns. Performing construction supervision.

#### 6th group

1. Comprehensive provision of technological preparation or organisation of demanding production and operations, for example, production of special single-purpose machines and equipment, investment units.

2. Coordinating the preparation and implementation of investments, processing investment plans, coordinating the financial provision for investments and projects, the technical, operational, commercial and organisational preparation and resolution of contradictions, the processing of expert technical opinions, and organising property law settlements.

3. Organising technical operations. Ensuring and coordinating the development of technical and technological equipment systems. Preparing analyses, studies, concepts and forecasts for the development of technical and technological equipment according to the needs of the organisation.

4. Independent preparation and negotiation of preparatory documentation and projects for large-scale, significant and technically demanding constructions and technological facilities, including negotiations with the relevant authorities and organisations. Designing substantial changes and reconstructing plants and projects for new plant layouts with high levels of mechanisation and automation. Providing the function of general designer on relevant construction sites and author's supervision. Architectural rendering of buildings in urban and rural areas. Assessing architectural

solutions in the field of design and investment activities from the artistic point of view. Creating concepts for urban solutions and amenities in towns and municipalities.

5. Independent creative solutions for the construction of new technical equipment or products based on functionally new principles, such as prototypes for new machinery and equipment, and the modernisation of technological equipment.

#### 7th group

1. Coordinating the preparation of initial projects for the most difficult and extremely complex structures, progressive technological units, and typification and similar work at this level. Architectural solutions and design of very complex buildings and technological, territorial and urban planning units. Methodological guidance for the preparation of urban planning guidelines and conditions for buildings and sets of buildings.

2. Coordination and creative solutions for the most complex design tasks, for example, coordinating a group of designers for the design of large-scale investment units, unique technological complexes and equipment

### **Construction**

#### 1st group

1. Manual handling of goods, products, materials, packaging and raw materials up to 15 kg in weight with possible use of simple mechanisation.

#### 2nd group

1. Manual handling of masses, materials, semi-finished and finished products or goods weighing more than 15 kg.

2. Excavation work to construct grooves, pits and trenches without shoring.

3. Additional work, such as preparing mortar, moving building materials, operating simple construction machinery, conveyor belts, mixers, and mechanical shovels.

4. Repairing pavements and roadways with poured asphalt, and coated crushed stone, with the possibility of using manual construction machines. 5. Assembling and disassembling tubular and similar scaffolding up to 10 m high.

#### 3rd group

1. Brickwork for partitions of all types of materials, including the execution and repair of directly applied plaster.

2. Carrying out and repairing lime, glue and latex paintings in white, light and semi-light tones, paintings patterned by rolling or simple stencilling, including scraping.

3. Stone masonry, including stone processing, brickwork and simple vaults.

4. Executing and repairing combined interior tiles and cladding of all types of materials.
5. Producing, repairing and assembling the most complex tinsmith products, such as roof gutters, roofing and other elements made of copper and aluminium sheet.
6. Fabricating and installing trusses and beams of gable and pitched roofs.
7. Troubleshooting, repairing and adjusting gas heating units.
8. Plumbing and heating work, for example, independent installation of domestic gas piping with accessories, independent installation and repair of central heating systems with boiler rooms, installation and repair of domestic water piping with accessories, including testing.
9. Inspecting chimneys, flues and fuel appliances for occupancy permits.
10. Facing masonry made of bricks, breeze blocks and luxfer glass tiles.
11. Paving work for laying line, ring or cast asphalt concrete pavements.
12. Executing and repairing single-layer smooth plasters.
13. Executing and repairing roofing on various pitched roofs.
14. Driving, operating and routine maintenance of dozers, scrapers, graders, road milling machines, etc. with engine power of up to 132 kW.

#### 4th group

1. Measuring and laying all types of masonry with rugged foundations according to construction drawings, establishing heights, executing and inspecting masonry at crossings, etc.
2. Producing, installing and repairing roofing for special roof shapes, such as pyramidal, conical, domed, cupolas, artistic or stylistic extensions, and elements based on historical designs.
3. Installation and heating work, for example, independent installation and repair of distribution systems and equipment in complex reduction stations or boiler rooms with combined distribution, installing and testing with regulation and commissioning of equipment.

#### **Mechanical and electrical engineering**

##### 1st group

1. Mounting devices on boards or panels, e.g. circuit closers, switches, reversers and measuring instruments. Connecting devices with wires up to a total of 50 wires.
2. Routine manual work in deburring, grinding, cutting, threading and manual bending of parts, working with hand power tools.

## 2nd group

1. Measuring and adjusting all servo mechanism parameters, including repairing detected faults.
2. Car wheel balancing, including assembly and disassembly.
3. Final spraying or coating with top coats, varnishes and enamels with high demands on the quality and appearance of the surfaces.
4. Blasting of castings in a closed chamber in protective clothing.

## 3rd group

1. Machine and manual machining of materials with a tolerance of IT 10 and higher with functional requirements.
2. Moulding of plastic parts, including machine final adjustment.
3. Forming of metal materials with a thickness of more than 8 mm with progressive tools.
4. Electric arc or flame welding of steel grades 10, 11, 12 in all positions.
5. Machine and manual machining of material to tolerances below IT 8 without any additional special requirements.
6. Welding of steel grades 15 and 17 with the requirement of weld inspection by X-ray or ultrasound.
7. Manual forging in the range of one or two forging operations, e.g. tamping, lengthening, bending, twisting, chopping, etc., with a requirement to maintain tolerances.
8. Repairing electrical installations in industrial buildings and civic amenities.
9. Service repairs of radio receivers, music towers, etc.
10. Installing and repairing spark-ignition or diesel engines or engine braking at braking stations of various kinds, including adjusting their operation.
11. Repairing badly deformed car bodies by hand or using hydraulic equipment.
12. Setting up and adjusting narcotisation, respiratory and surgical examination and control devices.
13. Final assembly and alignment of dioptric telescopes.
14. Die forging with pre-forging or preforming of starting materials, e.g. with embossing, lengthening, setting, pre-forging in a progressive die.



15. Total repairs of mechanical alarm clocks, including adjusting the accuracy of operation.

16. Melting cast iron in classic cupolas with a diameter of up to 1 150 mm.

#### 4th group

1. Grinding of four or more surfaces on flat grinding machines with IT 5 accuracy with drawing requirements for flatness, parallelism or angular accuracy.

2. Spiral milling of gears into a bevel gear arrow with grade 5 precision.

3. Planing of five or more heterogeneous surfaces to IT 6 accuracy using a dividing machine.

4. Turning of six or more diameters on conventional lathes including vertical and turret lathes with IT 6 accuracy with workpiece switching and a drawing requirement for shape or position tolerances.

5. Cutting of internal multi-pass shaped threads over 500 mm in length.

6. Controlling, maintaining and repairing automatic equipment with measuring, regulation and signalling technology with applied microelectronics.

7. Grinding on flat and cylindrical grinding machines or hole grinders with IT 4 - 2 accuracy.

8. Milling of shaped threads with 5 h accuracy and higher.

9. Planing with IT 6 accuracy using a dividing machine.

10. Machining on conventional lathes including vertical, turret and horizontal boring machines with IT 5 accuracy.

11. Cutting of external multi-pass shaped threads up to 500 mm in length.

12. Hole reaming with IT 7 accuracy and higher when machining four or more diameters and machining in four or more positions.

13. Repairing defects, adjusting values and reviving TVs receiver to receive a colour signal.

14. Checking the operation of engines and other vehicle functions on diagnostic equipment.

15. Highly skilled work in machining optical components, including finishing operations such as multi-layer steaming, engraving of optical crosses and polishing of roof-angle prisms.

#### 5th group

1. Making product prototypes.
2. Managing the testing and commissioning of the most complex prototype systems.
3. Repairing digital control systems.
4. Process control in the production of steel of different grades at steelmaking plants (e.g. MB type or converters) and inspecting the technical condition of the equipment.

#### **Textile production**

##### 2nd group

1. Operating spinning machines.
2. Weaving ribbons and straps

##### 3rd group

1. Weaving very demanding fabrics on dobby or Jacquard looms, e.g. loop fabrics, heavy brocades, double weaves, and costume shawls.
2. Knitting outerwear on Jacquard cotton machines.
3. Control of continuous lines for the preparation of textile material for spinning.

#### **Art and artistic realisation**

##### 2nd group

1. Assembling and dismantling decorations, fundus elements, rostrums, staircases, windows and doors, storing them according to order and type, folding and transferring decorative elements, stairs, rostrums and other scenic elements. Operating stage machinery, such as fixed turntables, rope pulls and traps.

##### 3rd group

1. Watching the texts in parallel with the score and cueing performers during rehearsals and performances.
2. Organising rehearsals, performances and concerts on stage, on a podium and backstage. Issuing written reports on the progress of rehearsals.
3. Taking video footage for documentation purposes, including setting conditions for shooting and editing.

4. Providing cultural and educational events of local importance, activities of clubs, ensembles and other interest groups with a focus on cultural and educational activities.

5. Independently constructing articulated and large-scale stage set-ups including during performances, including operating large and complex machinery. Complete providing of technical facilities and operating conditions for the artistic activities of chamber ensembles, smaller opera and symphony ensembles.

#### 4th group

1. Editing translations of libretto texts for subtitling equipment and operating it during performances.

2. Operational technical work in electronic sound recording, such as setting up and operating electronic sound production equipment and managing the operation of electronic studio and transmission equipment and magnetic sound recording and reproduction equipment.

3. Adjusting and setting luminous flux and light tracing with regard to the intensity and uniform distribution of light, distribution ducts and their mechanical and electrical parts, or operating shaping and reportage lights.

4. Independently providing cultural and educational events and programmes of regional importance, activities of clubs, ensembles and other interest groups.

#### 5th group

1. Interpreting roles in dramatic works.

2. Interpreting collective movements of challenging ballet, instrumental, or vocal-instrumental works.

3. Staging of singing parts or ballet numbers of musical-dramatic works and vocal-symphonic works or ballet works with soloists and choir. Musical accompaniment to rehearsals or public performances of ballet or dance works.

4. Filming of audio-visual programmes, editing and directing. Independent creative assembly of short programmes, including script development, editing, subtitling, and potentially additional sound engineering.

5. Conception of organisationally demanding and complex national and international shows, festivals, symposia, conferences and other events.

#### 6th group

1. Directing dramatic or musical dramatic works.

2. Staging of folk dances, dance tracks, full-length dance performances or dance or ballet components of musical-dramatic and dramatic works.

3. Staging of choral and vocal-symphonic works and choral singing parts of musical-dramatic works.
4. Staging and conducting symphonic, chamber, opera and ballet works (musical aspects) and musicals.
5. Creative interpreting of leading or challenging roles in dramatic works. Interpreting solo roles in operas, ballets, operettas and musicals.
6. Interpreting collective parts of demanding instrumental or vocal works with an instrumental or vocal group, including ensuring the artistic standard of the group. Interpreting solo parts of musical works.

#### 7th group

1. Directing the most demanding dramatic or musical-dramatic works or staging ballet and pantomime works, in a theatre that has long achieved a high artistic standard contributing to the development of artistic genres.
2. Creating the artistic concept of a large symphony or large opera orchestra, including staging and conducting the most complex symphonic and operatic works on domestic and international stages.

#### Food production

##### 2nd group

1. Production of all types of ice cream (e.g. milk, cream, etc.).
2. Dough making in the production of biscuits, crackers, gingerbread, rusks and wafers.
3. Preparing slaughterhouse meat for kitchen processing, including classification by type.

##### 3rd group

1. Cattle slaughtering and slaughterhouse meat processing.
2. Planting, pre-baking and baking bread and pastries in deck and conveyor ovens, preparing and operating ovens.
3. Independently producing of all types of confectionery products of a wide range (e.g. almond sponge cakes, pineapple dessert sponge cakes, liquid filled confectionery, cakes, etc.) including determining the suitability of raw materials for use.

#### **Research and development**

##### 6th group

1. Independently solving component research and development tasks or carrying out research and development work in the implementation of science and technology tasks under the direction of a team leader. Solving precisely factually and temporally determined specific research and development tasks, usually partial parts of larger units with specific links to the whole and other systems under a team leader.

#### 7th group

1. Independently solving research and development tasks or independently carrying out demanding and difficult research and development work in solving and implementing science and technology development tasks being solved by a research team. Comprehensive solving of research and development tasks with defined inputs and generally determined outputs within a specified time frame and with links to related science fields.

#### 8th group

1. Creatively solving the most challenging research and development tasks or carrying out very demanding and difficult research and development work while creatively solving tasks of national importance for the development of an industry or scientific field and, where appropriate, leading a research team. Solving fundamentally new scientific research areas with very vaguely defined inputs and unspecifiable outputs, usually over very long time horizons (generations), with impacts on a wide range of other activities and requiring a very high degree of phenomena generalization.

### **Agricultural production**

#### 1st group

1. Caring for public greenery by watering, hoeing, etc.
2. Packing and preparing seedlings for shipment.

#### 2nd group

1. Assisting in the care of animals.
2. Manual physically demanding work in agriculture, operating simple suspension equipment, handling work on agricultural machinery.
3. Soil preparing and cultivating using small machinery, planting ornamental and fruit trees, spraying and disinfecting soil, manual debranching.
4. Operating seed drills for sowing maize and cereals and operating clover-sowing adaptors.

#### 3rd group

1. Cultivating ornamental plant species, their grafting and budding, caring for particularly demanding species such as cacti, including possible sowing.
2. Managing fish pond harvests, including preparing (engineering) fish ponds for such harvests.
3. Caring for and shoeing horse hooves, shoeing healthy and undeformed hooves.
4. Caring for and regulating rapid plant growth or caring for tropical plant species.

5. Performing guidance and maintenance pruning of trees by species or variety, and classifying nursery cuttings. Applying chemicals and fertilizers of all horticultural crops.

6. Driving and maintaining wheeled tractors.

7. Independent care of animals, including feeding, and expert assistance during veterinary procedures.

4th group

1. Comprehensive caring for rare and endangered species of animals, including artificial rearing of their young.

2. Driving, operating and adjusting self-propelled machinery and equipment and combined harvesters for harvesting forage, straw, industrial crops, root crops, vegetables, etc.

### **Wood processing**

2nd group

1. Managing drying processes during the drying of lumber, chips and parquet blocks, including operating dryer mechanisms and performing weighing tests.

2. Operating simple single-purpose machines, including their adjustment.

3rd group

1. Carpentry repairs of office furniture.

2. Planing of lumber, boards, parquet blocks and flat materials on three- and four-sided planers and plane milling machines, including their adjustment.

3. Lining walls and ceilings with boards, making hatches and tamping boards.

4th group

1. Production of stylised furniture, coffered walls and ceilings, including making templates and furniture with distinctive artistic features, including folk art.

2. Controlling, operating, maintaining and performing routine repairs on multi-purpose logging machines

## **Other and joint work activities**

### 1st group

1. Performing routine cleaning, taking out garbage, performing disinfection, cleaning carpets with an electric vacuum cleaner.
2. Marking and making minor repairs to laundry and garments by hand and machine, setting up or weighing batches for specified washing methods and types of washing machines.
3. Operating simple reproduction equipment.
4. Delivering various types of parcels.
5. Checking arrivals and departures of employees and other persons, arrivals and departures of vehicles, issuing keys.

### 2nd group

1. Carrying out comprehensive difficult cleaning after painters with the possible use of various mechanised cleaning machines, or cleaning large areas using self-propelled machinery.
2. Performing energy meter readings in companies and households.
3. Landscaping of slopes and ditches along roads and paths, including removing brush and branches by hand.
4. Operating private branch exchanges.
5. Selling tickets and promotional material for sports, cultural or other events, including billing.
6. Offering and selling a limited range or a range of products requiring less knowledge of them, such as the daily press, stamps, tobacco products, frozen products, beverages and souvenirs in kiosks and by doorstep selling.
7. Charging fees for the performance of a narrow range of services.
8. Operating a warm-water or hot-water central heating boiler with a boiler output of up to 5.8 MW or a low-pressure steam boiler with a rated output of up to 8 t/h.
9. Operating a wastewater treatment plant, including cleaning of septic tanks.
10. Carrying out janitorial and school caretaking work, including minor maintenance tasks.
11. Operating a steam boiler with a rated or converted output of up to 60 t/h or a hot-water boiler with a rated or converted output of up to 35 MW.

12. Protecting buildings, facilities, collections, etc., detecting and performing preliminary investigation of theft and damage, cooperating with the police.

13. Performing patrols and operating a security system, including by camera, evaluating and monitoring building surroundings, archiving of recordings.

14. Performing independent quantitative or qualitative acceptance of goods, products, materials and raw materials, operating storage mechanisms using computer technology, completion work for customers and dispatching.

15. Maintenance work of an electrical, mechanical or construction nature, carpentry, varnishing, painting, plumbing and maintenance work, including minor repairs.

16. Stretching of fur products.

17. Providing armed escort for cash and valuables.

4th group

1. Upholstery repairs and restoration of antiques and historical art objects.

2. Preparing models or individual orders of fur coats and jackets.