

January 30, 2025

PROPOSAL FOR A
MEMORANDUM OF UNDERSTANDING
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its Lodi Chapter #77
and the
LODI UNIFIED SCHOOL DISTRICT

(Re-range of Classifications)

This Memorandum of Understanding ("MOU") is entered into between the Lodi Unified School District ("District") and the California School Employees Association, and its Lodi Chapter #77 ("CSEA" or "Association"). The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2026.

The parties have negotiated and agreed as follows:

1. The classifications shown on Attachment A to this MOU will be re-ranged as indicated, effective July 1, 2024.
2. The Parties have met and negotiated, to the extent required by law, the job descriptions in Attachment B.

FOR CSEA and its Lodi Chapter #77

By:



Date:

1/30/25

Sean Dunne CSEA
LRR

Lin [Signature]

Voel Van Houston

Lana Tranter

Lena J. Wise

[Signature]

Winn [Signature]

[Signature]



FOR THE LODI UNIFIED SCHOOL DISTRICT

By:



Date:

1/30/25

*Attachment A
To Proposal of January 30, 2025*

Job Title	Current Range	Proposed New Range
Buyer	46	47
Dispatcher	43	44
Mail Clerk	34	35
Mechanic III	49	50
Lead Mechanic	52	53
School Bus Driver Trainer	43	44
Student Welfare & Attend Adv	37	38
Transportation Specialist	52	53
Whse Worker/Delivery Driver	37	38
Work Experience Asst	35	36
Work Experience Asst -- Intern	21	22
Library/Media Assistant I	33	36
Library/Media Assistant II	36	39
Principal Secretary II*	38	40
Campus Security	34	35
Custodian	34	35
Lead Custodian	37	38
Head Custodian	37	38
Principal Secretary III	40	42
Typist Clerk II	31	32
Attendance Technician	38	39
Community Liaison Asst	33	34
Paraed - Bilingual	30	31
Registrar I	35	36
Registrar II	38	39
Typist Clerk III	36	37

*Principal Secretary I was merged into Principal Secretary II.

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LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY/MEDIA ASSISTANT I- DRAFT

BASIC FUNCTION:

Perform a variety of functions in support of an elementary or middle school library ~~or resource center~~ involved with the selection, acquisition, circulation, maintenance and distribution of books, ~~district and site issued technological devices~~ and instructional materials; assist students and teachers using library/media resources.

DISTINGUISHING CHARACTERISTICS:

The Library/Media Assistant I classification performs complex library functions in support of an elementary or middle school library ~~and resource center~~ which includes the ~~acquisition and process of audio-visual materials, selection and recommendation of books for purchase, organization of books and other learning materials, and assistance to staff and students.~~ The Library/Media Assistant II classification performs advanced library functions at a comprehensive high school. Incumbents provide assistance to Librarians and students at a larger school site requiring a broader depth of knowledge in a high school library and may provide work direction to other library staff.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Perform a variety of functions in support of an elementary or middle school library ~~and resource center~~ involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials. *E*

Assist students and teachers select and locate books, periodicals, articles, software and other media materials. *E*

Select and order library books, textbooks and other media material for the library ~~and resource center~~; receive recommendations for new book selections from teachers and staff; research publishers and receive price quotes; purchase materials according to established guidelines. *E*

Assist students with use of ~~district and site issued technological devices in the library and resource center.~~ *E*

Instruct and assist students in the use of ~~the card catalog~~, on-line catalog and other electronic research tools; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. *E*

Select and read books aloud to classes to promote interest in reading. *E*

Process new library materials; ~~stamp and prepare check-out cards, pockets and labels;~~ ~~prepare labels,~~ issue bar codes and maintain related records. *E*

Coordinate circulation of library/media materials; check library/media materials in and out to students and staff. *E*

Operate a computer terminal to maintain records and of materials ~~and technological devices~~; collect payments for ~~technology insurance plans,~~ fines and payments for overdue, damaged, and lost items

including books, technological devices and other equipment; prepare receipt of fines payments collected; maintain appropriate files, records and back-up files disks. *E*

Maintain discipline and order within the library/media center; enforce discipline procedures according to established guidelines. *E*

Arrange displays of student work as it is sent to the library; design and prepare appropriate displays, decorations, bulletin boards, and seasonal bibliographies; maintain a clean and orderly library/media center environment; monitor and maintain acceptable student behavior. *E*

Repair and maintain damaged library books and materials and perform minor repair to technological devices and audio-visual equipment as necessary.

Train and oversee the work of student aides and parent volunteers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures and terminology.

Basic Dewey Decimal system and ~~card/computer~~ cataloging system.

Basic operation of a computer terminal and data entry and retrieval techniques.

Library reference materials and sources.

Filing, indexing and inventory procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn, explain, and apply school and District rules and policies applicable to the library.

Check books and materials in and out at the circulation desk.

Shelve library materials.

Perform minor repairs and maintenance of technological devices

Assist students and staff in the selection of library materials.

Process a variety of library materials.

Perform clerical duties such as filing, duplicating and typing.

Maintain library in a neat and orderly condition.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible clerical or instructional experience working with children in an organized setting, including some experience in a library or media center environment.

WORKING CONDITIONS:

ENVIRONMENT:

Elementary or middle school and library and ~~resources center~~ environment.

Constant interruptions.

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PHYSICAL DEMANDS:

Bending, reaching, stooping, and lifting of library materials.

Lifting and carrying moderately heavy objects.

Pushing and pulling carts.

Walking and standing for extended periods of time.

Reaching horizontally and above the shoulders to shelve and retrieve books.

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to operate a computer terminal and standard library equipment.

Board Approved 11/2/99

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LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY/MEDIA ASSISTANT II - **DRAFT**

BASIC FUNCTION:

Perform library functions at a high school, including organization, distribution and storage of library and media materials; check books, textbooks and materials in and out at the circulation desk; process, **maintain**, and shelve library materials, district **and site issued technological devices** and textbooks; assist students and staff in the selection of library materials; train and provide work direction to student helpers and parent volunteers.

DISTINGUISHING CHARACTERISTICS:

The Library/Media Assistant II classification performs advanced library functions at a comprehensive high school. Incumbents provide assistance to Librarians and students at a larger school site requiring a broader depth of knowledge in a high school library and may provide work direction to other library staff. The Library/Media Assistant I classification performs complex library functions in support of an elementary or middle school library and resource center which includes the acquisition and processing of reading and audio-visual materials.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Provide library services at an assigned high school library; promote student use of the library for research and reading pleasure. *E*

Assist teachers in researching materials for classroom use; notify teachers of newly-arrived books applicable to classroom topics or themes; operate computerized reference resources to assist students and teachers with research. *E*

Select and order library books, textbooks and other media material for the library; receive recommendations for new book selections from teachers and staff; research publishers and receive price quotes; purchase materials according to established guidelines. *E*

Participate in the organization, distribution and storage of library materials and equipment, **including district and site issued technological devices**; shelve, store and retrieve materials as required. *E*

Check books and materials in and out at the circulation desk; scan books or stamp books and cards with appropriate dates; enter amount of late fee or other fines in the computer system as applicable; process returned books and place in appropriate shelf location. *E*

Assist students in locating and selecting desired or needed materials from book shelves or with the use of the computerized catalog system and subject bibliographies; maintain the computerized card catalog. *E*

Train, orient and provide work direction to student helpers and parent volunteers to assist with circulation, processing, shelving and filing. *E*

Instruct and assist students ~~in the use of the card catalog and on-line terminal~~; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. *E*

Perform textbook, **and district and site issued technological device** distribution and control. *E*

Prepare and maintain a variety of records and reports related to assigned activities. *E*

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Arrange displays of student work; design and prepare appropriate library displays, decorations, bulletin boards and seasonal bibliographies; maintain a clean and orderly library/media center environment; monitor and maintain acceptable student behavior. *E*

Repair and maintain damaged library books and materials, and perform minor repairs to library audio-visual equipment and district and site issued technological devices.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures and terminology.
Dewey Decimal system and ~~card~~/computer cataloging system.
Automated library reference materials and sources.
District curriculum, reading levels and appropriate reference materials.
Filing, indexing and inventory procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Explain and apply school and District rules and policies applicable to the library.
Check books and materials in and out at the circulation desk.
Shelve library materials.
Perform minor repairs and maintenance of technological devices
Assist students and staff in the selection of library materials.
Process a variety of library materials.
Monitor and maintain acceptable student behavior in the library.
Operation of a computer terminal and data entry and retrieval techniques.
Perform clerical duties such as filing, duplications and typing.
Maintain library in a neat and orderly condition.
Make arithmetic calculations quickly and accurately.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in a library or media center environment.

WORKING CONDITIONS:

ENVIRONMENT:

High school library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Bending, reaching, stooping and lifting of library materials.
Lifting and carrying moderately heavy objects.
Pushing and pulling carts.
Reaching horizontally and above the shoulders to shelve and retrieve books.
Bending at the waist, kneeling or crouching.

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Dexterity of hands and fingers to operate a computer terminal and standard library equipment.

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LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL SECRETARY II

BASIC FUNCTION:

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in administrative details.

DISTINGUISHING CHARACTERISTICS:

The Principal Secretary II classification reports to the Principal of an elementary school, middle school, continuation high school, adult school or other comparable site.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Serve as secretary to the Principal; take and transcribe minutes of meetings; compose correspondence and bulletins independently; prepare, type and distribute communications; schedule appointments and meetings; make travel arrangements; receive, open, prioritize and distribute mail. *E*

Coordinate the overall office operations of a school site to assist the Principal in administrative details; prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and activities of the school site. *E*

Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate. *E*

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, faculty and student bulletins, reports and statistical data. *E*

Communicate with District Departments and personnel to coordinate substitute teachers to cover absences; assist in orienting substitute personnel to the safety protocols, school facility and assigned classroom. *E*

Process the certificated and classified payroll including the completion and submission of time sheets to the District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets; type evaluations. *E*

Lead the activities of the office staff, provide training, technical leadership and direction as necessary; assure compliance with established procedures. *E*

Handwritten initials and signatures in blue ink, including "SSA", "JUH", "TW", "RC", "TBI", and "VH".

Provide information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and coordinate school events as requested. *E*

Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs. *E*

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. *E*

Enroll, register and schedule new students; complete enrollment information and enter into computer; complete records for the release or transfer of students. *E*

Operate a variety of office equipment including typewriter, calculator, copiers, computer and communications equipment and other school office equipment. *E*

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual. *E*

Prepare a variety of budget and financial materials, correspondence reports and statistical information; assist with payroll and personnel matters as appropriate. *E*

Administer basic first aid to injured students within guidelines of District policy. *E*

Provide medication to students as directed by physician instructions and as approved by parents in accordance with District policy.

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.

Perform a wide variety of tasks in support of certificated, classified and management personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Letter and report writing skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

Learn, interpret, apply and explain school and District policies, rules and procedures.

Handwritten initials and signatures in blue ink, including "YH", "SS", "NRC", "JWH", "TW", "TB", and "TB".

- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand and interpret rules and written directions and apply to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at 45 words net per minute from clear copy.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
- Compile and maintain accurate records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and increasingly responsible clerical experience involving frequent contact with the public and record keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Red Cross First Aid Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.
- Excessive intermittent noise.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Board Approved 11/2/99

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