

MEMORANDUM OF UNDERSTANDING
between the
LODI UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS LODI CHAPTER No. 77 (CSEA)
Purchasing Technician

This Memorandum of Understanding ("MOU") is agreed to between the Lodi Unified School District ("District") and the California School Employees Association ("CSEA"), and its Lodi Chapter No. 77. Collectively, the District and CSEA will be referred to as "the Parties." The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2026.

1. The District has created a new classification of Purchasing Technician (Attachment A).
2. This classification shall be placed at Range 42.
3. The employees serving in PCN 000948 and 005190 shall be retroactively placed in the classification of Purchasing Technician effective July 1, 2024.
4. The Parties have negotiated all matters within the scope of representation. This shall finally close all matters related to the creation of this classification.

FOR THE LODI UNIFIED
SCHOOL DISTRICT

By: _____

Date: 4/1/25

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 77

By: _____

By: _____

Labor Relations Representative, Chapter 77

Date: _____

Board Approved: _____

CSEA Ratified: _____

RC
VB
CB
M/H
Tena
WHL
OD *IB*
JVH

LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION: Perform specialized duties within a District central department for the purchasing of various materials, supplies, equipment and services. Process central department purchasing documents and materials and maintain vendor/source information and inventories.

REPRESENTATIVE DUTIES:

- Prepares and processes a variety of department purchase orders on the financial system for items related to central department supplies, equipment and services.
- Receive, review and process order requests; inspect orders for accuracy and completeness regarding account coding and proper signatures; log into appropriate system.
- Communicate with vendors, suppliers, and service providers regarding purchase orders, shipping dates, backorders, discrepancies, invoices, and resolve problems as necessary.
- Prepare a variety of correspondence related to the purchasing function; receive and respond to e-mails and phone inquiries; receive and sort District mail.
- Coordinate invoice payments to send to Accounts Payable department.
- Obtain price quotations from vendors and service providers for materials, supplies, services and equipment.
- Monitor orders, reconcile discrepancies between invoices and purchase orders.
- Assist sites/departments in the ordering of items.
- Track shipping information to ensure timely delivery.
- Prepare and maintain a variety of records, logs, and reports related to purchase orders, inventory, expenditures, product information and prices.
- Maintain and update vendor contact information, catalogues, and files.
- Coordinate with other district level staff to track and maintain inventory to ensure suitable inventory of materials
- Prepare supplies for processing.
- Process Blanket POs to submit multiple orders throughout the school year.

Handwritten notes and signatures in the bottom right corner, including initials like "JUH", "MS", "PC", "TS", "WB", "CB", and "TB".

- Plan, schedule, and perform a variety of complex clerical work related to the specialized function to which assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District purchasing policies, practices and terminology.
 Use and processing of requisitions, purchase orders, invoices and related documents.
 Local vendors and sources of supply.
 Operation of a computer terminal and data entry techniques.
 Oral and written communication skills.
 Basic research methods.
 Proper methods of storing equipment, materials and supplies.
 Record-keeping techniques.
 Basic bid and quote procedures.

ABILITY TO:

Perform specialized duties in the purchasing of supplies, materials, services and equipment.
 Learn and apply established rules, regulations, policies and procedures related to the purchasing function.
 Prepare and write formal bid specifications.
 Learn sources of supplies, commodity markets and marketing processes.
 Purchase a variety of equipment, materials, supplies and services.
 Obtain verbal and written price quotations.
 Communicate effectively both orally and in writing.
 Operate a computer terminal to enter data, maintain records and generate reports.
 Read, interpret, apply and explain rules, regulations, policies and procedures.
 Work independently with little direction.
 Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by either college-level course work in accounting, business administration or closely related field or responsible experience in a purchasing department, ordering, processing orders or purchasing.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
 Sitting for extended periods of time.
 Bending, kneeling or crouching to file materials.

JD JUH
 MA
 SS AB
 PC
 AV
 Tena
 Wke
 VV
 CB