

November 28, 2022

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**LODI UNIFIED SCHOOL DISTRICT**  
**and the**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**and its Chapter #77**

**(Reprographic Technician / Lead Reprographic Technician)**

The Lodi Unified School District ("District") and the California School Employees Association, and its Chapter #77 ("CSEA" or "Association") have bargained all items within the scope of representation regarding the classified job descriptions of Reprographic Technician and Lead Reprographic Technician.

The parties have agreed as follows:

1. The job description for Reprographic Technician is Attachment 1 and shall be placed at Range 40 on the salary schedule.
2. All unit members currently serving in the classification of Print Shop Technician will be reclassified to Reprographic Technician.
3. The job description for Lead Reprographic Technician is Attachment 2 and shall be placed at Range 44 on the salary schedule.
4. All unit members currently serving in the classification of Lead Print Shop Technician will be reclassified to Lead Reprographic Technician.
5. The compensation adjustment for these reclassifications will be retroactive to March 1, 2020.
6. This shall finally resolve all negotiations within the scope of representation regarding the job descriptions and reclassifications referenced in paragraphs 1-5 above for the 2022/20223 school year.

FOR THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION  
and its Chapter #77

By: *Donnie Wise*

Date: 11/28/22

*Donnie Wise*

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FOR THE LODI UNIFIED  
SCHOOL DISTRICT

By: *Mark Donnelly*

Date: 11/28/22

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*DW*  
BY

**LODI UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: REPROGRAPHICS TECHNICIAN**

**BASIC FUNCTION:**

Receives general supervision from the Central Services Supervisor to assist in the planning, organization, and production of graphic designs and illustrations. Assists and receives direction from the Lead Reprographics Technician. Communicates with teachers and other school site staff to assist in the creation of graphic designs based upon their requirements. Perform technical work in the operation of digital copy machines, large-scale banner machines, direct-to-garment/transfer machines, and perform related duties as assigned.

**REPRESENTATIVE DUTIES:**

Produce graphic designs and illustrations, utilizing artistic, photographic, and desktop publishing techniques for all District administrators, teachers, and other school staff via the operation of various computer software. *E*

Receive work orders from school sites and District staff and assist in the creation, planning, arranging, layout of text and artwork; selecting type style and size, font type, colors, spacing of letters and text lines, placement, and the sizes and types of photos and artwork to be used to meet customer specifications. *E*

Communicate with customers to assist in the planning, designing, proofing, and re-working of graphics jobs; communicate with customers and assist in determining the final required output from rough draft and work orders. *E*

Assist in the preparation and production of a variety of materials including handbooks, programs, posters, flyers, banners, and printed apparel for all school sites and administration. *E*

Operate and assist in performing general maintenance on all Print Shop equipment, including laminating, bindery, and printing equipment. *E*

Assist in the preparation and maintenance of records related to production, operations, and purchases; prepare data for invoices. *E*

Receive, sort, and deliver U.S. mail, inter-district mail, and other material to and from all District sites. *E*

Pick-up and transport mail, reprographics material, monies from school and other District offices to local banks and District sites as needed. *E*

Meter, sort, tie, and package all outgoing mail/packages. *E*

Order supplies and equipment as needed for the department. *E*

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, materials, techniques and elements of modern graphic design and layout.  
Various software packages utilized in computerized graphics design and production printing.  
Methods and materials utilized in digitizing and enhancing images.  
Digital record-keeping techniques.  
Various color models related to computer technology and printing processes.  
Characteristics and uses of paper, toner, and inkjet used in digital production printing.  
Paper, banners, and apparel sizes, weights, textures, and applications.  
Procedures, methods, and techniques of graphic development.  
Interpersonal skills using tact, patience, and courtesy.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Operate a variety of computer graphics equipment and digital production printers.  
Estimate time and material costs.  
Assist in the maintenance of all printing equipment.  
Understand and follow oral and written instructions.  
Maintain computerized records related to work performed.  
Maintain current knowledge of technological advances in the field.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in graphic design and production printing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.  
Noise and fumes from equipment operation.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and assigned equipment.  
Sitting and standing for extended periods of time.  
Lifting, carrying, pushing, or pulling moderately heavy objects weighing up to 49 pounds.  
Bending at the waist, kneeling, or crouching.

**HAZARDS:**

Working around and with machinery having moving parts.

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**LODI UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: LEAD REPROGRAPHICS TECHNICIAN**

**BASIC FUNCTION:**

Receives general supervision from the Central Services Supervisor to plan, organize, and produce graphic designs and illustrations. Communicate with teachers and other school site staff to create graphic designs based upon their requirements. Perform technical work in the operation of digital copy machines, large-scale banner machines, direct-to-garment/transfer machines, and perform related duties as assigned. Coordinate, train, and provide work direction to assigned staff within the Print Shop.

**REPRESENTATIVE DUTIES:**

Plan, organize and produce graphic designs and illustrations, utilizing artistic, photographic, and desktop publishing techniques for all District administrators, teachers, and other school staff via the operation of various computer software. *E*

Coordinate work activities within the work unit; schedule all job requests; oversee, train, and review the work of assigned staff. *E*

Receive work orders from school sites and District staff; create, plan, arrange, layout text and artwork; select type style and size, font type, colors, spacing of letters and text lines, placement, and size and type of photos and artwork to be used to meet customer specifications. *E*

Communicate with customers to plan, design, proof, and re-work graphics jobs; communicate with customers and determine final required output from rough draft and work orders. *E*

Prepare and produce a variety of materials including handbooks, programs, posters, flyers, banners, and printed apparel for all school sites and administration. *E*

Operate and perform general maintenance on all Print Shop equipment, including laminating, bindery, and printing equipment. *E*

Prepare and maintain records related to production, operations, and purchases; prepare data for invoices. *E*

Advise faculty and staff regarding technical problems associated with graphic design and production. *E*

Receive, sort, and deliver U.S. mail, inter-district mail, and other material to and from all District sites. *E*

Meter, sort, tie, and package all outgoing mail/packages. *E*

Order supplies and equipment as needed for the department. *E*

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, materials, techniques and elements of modern graphic design and layout.
- Various software packages utilized in computerized graphics design.
- Methods and materials utilized in digitizing and enhancing images.
- Digital record-keeping techniques.
- Various color models related to computer technology and printing processes.
- Characteristics and uses of paper, toner, and inkjet used in digital production printing.
- Paper, banners, and apparel sizes, weights, textures, and applications.
- Procedures, methods, and techniques of graphic development.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

- Plan, schedule, layout, and organize various graphic design and production activities.
- Provide technical support and assist District staff in producing a variety of printed materials.
- Operate a variety of computer graphics equipment.
- Train and provide work direction to assigned staff.
- Estimate time and material costs.
- Maintain equipment in proper working condition.
- Understand and follow oral and written instructions.
- Maintain computerized records related to work performed.
- Work independently with little direction.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in graphic design and production printing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor environment.
- Noise and fumes from equipment operation.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and assigned equipment.
- Sitting and standing for extended periods of time.
- Lifting, carrying, pushing, or pulling moderately heavy objects weighing up to 49 pounds.
- Bending at the waist, kneeling, or crouching.

**HAZARDS:**

- Working around and with machinery having moving parts.

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