



California  
School  
Employees  
Association

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Adam Weinberger  
Association President

Keith Pace  
Executive Director

Member of the AFL-CIO

The nation's largest  
independent classified  
employee association



May 28, 2024

**Sent Via Electronic Mail**

[rcorn@fcusd.org](mailto:rcorn@fcusd.org)

Robert Corn  
Chapter President #528

**RE: Memorandum of Understanding (MOU) – MOU Reclass Purchasing Specialist to Buyer 2023-2024**

Dear President Corn:

I have received the Memorandum of Understanding (MOU) regarding MOU Reclass Purchasing Specialist to Buyer 2023-2024 between the Folsom-Cordova Unified School District and California School Employees Association and its American River Chapter #528.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU **is** required. Please provide your Labor Relations Representative Joel Rogers with the ratification date so that we may update our records.

*Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.*

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Mauricio Vides  
Field Director

Cc: Tiffany Nelson-Pelkey, Regional Representative #72  
Ron Walker, Area A Director  
Joel Rogers, Labor Relations Representative  
Chapter #528 Contract File

**MEMORANDUM OF UNDERSTANDING #20**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)**

**Reclassification Employee #611933**  
**Purchasing Specialist to Buyer**  
**May 15, 2024**

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. 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, 2025.


The parties have met, negotiated, and agreed to the following:

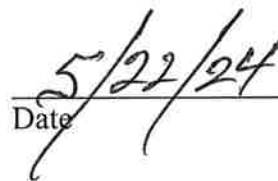
Employee #611933 is an eight (8.0) hour, twelve (12) month employee. The incumbent’s current position is Purchasing Specialist, Range 10.

Currently, there is overlap in the job duties required of the Purchasing Specialist and Buyer, alike. To allow for the continued workflow of assignments and provide departmental support, the District intends to reclassify Employee #611933 to Buyer eight (8.0) hours, twelve (12) months, Range 15.

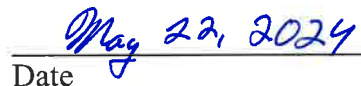
This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be in effect July 1, 2024.

Cost estimated at \$11,500 by the General fund.


  
\_\_\_\_\_  
For CSEA, Chapter 528

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For Folsom Cordova Unified School District

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CSEA Labor Relations Representative

  
\_\_\_\_\_  
Date

Board Approved: \_\_\_\_\_

CSEA Ratified: \_\_\_\_\_

PURCHASING SPECIALIST

DEFINITION

Under general supervision, to assist in the purchase of school supplies and equipment in accordance with established procedures, to perform bid list accounting, inventory control and other specialized clerical work in the Purchasing Dept., and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is involved with the complete purchasing cycle of a wide variety of supplies, materials, and equipment, requiring a high degree of competence in the technical, ethical, and legal aspects of public procurement. The position is also responsible for the major accounting and inventory control functions in the Purchasing Dept.

ESSENTIAL FUNCTIONS

Prices items either by phone or written quotation; checks, calculates, and types purchase orders based on these quotations.

Performs bid list accounting functions; posts and formulates bid catalogs; develops and maintains bid mailing lists; clerical and technical purchasing procedures.

Compiles bid documents including assisting in development of bid specifications.

Recommends the purchase of items of supplies, services, and equipment with due consideration given to quality, price, and delivery.

Communicates with vendors, requisitioners and co-workers to resolve discrepancies in shipments.

May interview sales representatives.

Develops sources of supply.

Issues and monitors short form contracts.

Maintains all inventory control levels and assists warehouseman in actual inventory of all bid list item.

Maintains inventory control system for all district equipment and furniture.

May perform microfilming of certain district records.

Assists in maintenance of district office supply storeroom.

Operates standard office equipment.

QUALIFICATIONS

Knowledge of:

Purchasing procedures; financial record keeping; modern office methods and equipment; technical and legal aspects of public procurement relating to Public Contract Codes, Education Code and District Admin. Regulations.

Ability to:

Learn the requirements of the Education Code regarding purchasing; operate under established school district policies; prepare and maintain accurate and complete records and reports; perform arithmetical calculations rapidly and accurately; represent and act for the Purchasing Supervisor and Buyer in the event of their absence; work cooperatively and effectively with school district personnel and sales representatives; type at the rate of 45 words per minute from clear copy.

Experience:

Three years of office and accounting experience, with one year in public school district purchasing desirable.

Education:

Equivalent to completion of the twelfth grade.

Bd. Approved: 5/7/85

Revised: 11/17/86

## Buyer

### **DEFINITION:**

Under general direction, purchase materials, supplies, equipment, and services in accordance with established policies and procedures; review and process requisitions and purchase orders; perform specialized clerical work; coordinate ordering and follow-up activities to ensure efficient and prompt buying and receipt of goods; perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Purchasing policies, practices and terminology
- Applicable laws, rules and regulations related to the school district purchasing operation
- Technical aspects of researching, comparing, and purchasing supplies, materials and equipment
- Inventory methods and procedures
- Record keeping techniques
- Operation of a computer and related software
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Modern office practices, procedures and equipment use

#### **Ability to:**

- Perform a variety of duties related to the purchasing of supplies, equipment and services for the District
- Learn, interpret, apply and explain rules, regulations, laws, policies and procedures
- Make sound decisions necessary in the function of the position
- Prepare and maintain a variety of records and files
- Communicate with vendors regarding problems and discrepancies pertaining to orders
- Establish and maintain cooperative and effective working relationships
- Plan, prioritize, and organize work to meet schedules and timelines
- Learn and maintain proficiency on computers and related equipment and software
- Prepare bid specification documents
- Communicate effectively both orally and in writing
- Understand and carry out oral and written directions

#### **Experience and Education**

- Any combination equivalent to graduation from high school supplemented by college-level course work in business, purchasing or related field
- Two (2) years in public school district purchasing preferred

### **DISTINGUISHING CHARACTERISTICS:**

This position is responsible for the complete purchasing cycle for a wide variety of supplies, materials, and equipment. It involves numerous contacts with outside agencies and school administrators requiring a high degree of competence in the technical, ethical, and legal aspects of public procurement.

### **ESSENTIAL FUNCTIONS:**

- Purchase materials, supplies, equipment and services for use by the District according to established District procedures; ensure the smooth and timely delivery of goods and services to schools and departments.
- Process requisitions to create purchase orders and other records; review purchase requisitions for accuracy and legal compliance of vendors; utilize assigned software applications.

- Research and evaluate alternative sources of supply; obtain written or verbal quotations from vendors and discuss availability and delivery timelines; secure prices, estimated and/or actual, of items for the district.
- Recommend the purchase of materials, supplies, services, and equipment with due consideration given to quality, price, and delivery.
- Assist schools and departments in securing special items required for specific use.
- Coordinate with district staff to verify purchase order information and clarify requirements for procurement of products or services.
- Review and maintain supply contracts and agreements for compliance with all Board policies, and state & federal regulations; assist with preparation of Board agenda items.
- Assist in preparation and process of bid specifications and contracts; coordinate bid openings; prepare and evaluate requests for quotations and formal bids as assigned; ensure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.
- Develop and maintain bid mailing list.
- Analyze bids and quotes; recommend bid awards to Fiscal Support Manager.
- Maintain catalogs, vendor information and related source materials; develop sources of supply.
- Interview sales/vendor representatives; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, item availability, delivery schedules, and vendor reliability.
- Represent the district in JPA meetings.
- Communicate with staff, vendors, and others to resolve issues, errors and discrepancies related to purchase orders, deliveries, and product quality.
- Follow up on delayed shipments; resolve incorrect deliveries and obtain replacements for damaged items as necessary.
- Prepare special and/or periodic correspondence and reports concerning purchasing functions.
- Responsible for monitoring and maintaining surplus inventory; coordinate sale and surplus of items.
- May coordinate workload within the department.
- Perform specialized clerical and technical purchasing procedures.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.