

DELEGATION ORDER



**Training Proposal for:
Applied Ceramics, Inc.**

Small Business

ET17-0154

Approval Date: August 4, 2016

ETP Regional Office: San Francisco Bay Area

Analyst: V. Estrada

CONTRACTOR

- Type of Industry: Manufacturing
Priority Industry: Yes No
- Number of Full-Time Employees
California: 95
Worldwide: 150
Number to be trained: 23
Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 3%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$28,704
- In-Kind Contribution: \$33,185

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Computer Skills	23	8-60	0	\$1,248	\$17.02*
				Weighted Avg: 48			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

- Reimbursement Rate: \$26 SB Priority
- County(ies): Alameda
- Occupations to be Trained: Admin/Support Staff, Owner/Executive, Sales, Production, Quality Control, Supervisor/Manager
- Union Representation: Yes
 No
- Health Benefits: \$3.02 per hour

SUBCONTRACTORS

- Development Services: Applied Ceramics retained Manex in San Ramon to develop this proposal.

Note: Manex is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed \$15,000. In this proposal, the fee will be \$2,870. This fee does not affect the approved amount of funding.
- Administrative Services: N/A
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1994, Applied Ceramics, Inc. (Applied Ceramics) (www.appliedceramics.com) designs and manufactures a wide variety of highly specialized and technical products using ceramics, sapphire, aluminum oxide, graphite, and quartz amongst other materials. The Company’s products are used for manufacturing computers, computer chips, medical devices, automotive parts, and other technologies. Customers include aerospace/aviation establishments, military agencies, and semiconductor companies.

Need for Training

This will be Applied Ceramics' first ETP-funded training project as it updates its order processing structure with a new Enterprise Resources Planning (ERP) system. The old system did not allow sales to access the status of order in real time; sales had to call and wait for someone to track the order and then report back. The new ERP system will allow employees to access order status in real time (rather than call the production plant to track down the product). Trainees will also receive skills in other computer software systems. Proficiency in these systems will help increase quality and reduce costs. Applied Ceramics' internal IT department will provide the training.

Training Plan

Training will be scheduled on a semi-weekly basis. Employees will receive training in phases so that there will always be sufficient staff to manage the day-to-day operations. The HR Manager is coordinating the launch, oversight, and administration of the ETP funded training.

Computer Skills - Training will be offered to all occupations in ERP, intermediate/advanced software systems, and server configurations. Training will improve the ability to process orders; track and communicate order status; and provide accurate billing information.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60

Trainees may receive any of the following:

COMPUTER SKILLS

- ✚ Enterprise Resource Planning (ERP)
 - Motava Network Systems
- ✚ Intermediate/Advanced Software Systems
 - Google and Microsoft Applications
 - Mobility Software Application and Access
 - Proprietary Reporting & Support Systems
- ✚ Server & Hardware Configurations

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.
