



**Retrainee – Job Creation
Training Proposal for:
Bennett Engineering Services Inc.**

Small Business ≤ \$50,000

ET15-0410

Approval Date: April 7, 2015

ETP Regional Office: Sacramento

Analyst: K. Smiley

CONTRACTOR

- Type of Industry: Engineering
Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 14
 - Worldwide: 14
 - Number to be trained: 20
 - Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 10%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$13,936
- In-Kind Contribution: \$15,000

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 Priority Rate SB <100	Business Skills, Computer Skills, Commercial Skills	14	8-60	0	\$728	\$15.07
				Weighted Avg: 28			
2	Retrainee Job Creation Initiative SB <100 Priority Rate	Business Skills, Computer Skills, Commercial Skills	6	8-60	0	\$624	\$12.33
				Weighted Avg: 24			

- Reimbursement Rate: Job #'s 1 and 2: \$26 SB Priority
- County(ies): Placer County
- Occupations to be Trained: Administration Support Staff, CAD Technicians, Engineers, Project Managers, Owners
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$1.07 per hour; Job #2: \$0.33 per hour

SUBCONTRACTORS

- Development Services: Sallyanne Monti Consulting of San Francisco assisted with development of this proposal for a flat fee of \$400.
- Administrative Services: Sallyanne Monti Consulting will also assist with administrative services for a fee not to exceed 13% of earned funds.
- Training Vendors: To Be Determined

OVERVIEW

Bennett Engineering Services, Inc.(Bennett Engineering), www.ben-en.com, founded in 2008 and located in Roseville, is a civil engineering company that provides engineering services for private and public agencies. Bennett Engineering specializes in the construction and maintenance of pipelines, pump stations, and roadways. The Company also provides site design, computer aided design, surveying, and permit acquisition services to its customer base.

Bennett Engineering is eligible for standard retraining under the Out-of-State Competition Provisions for companies meeting the definition of an industry deemed by the Panel as facing out-of-state competition.

Bennett Engineering seeks funding to upgrade incumbent workers' skill sets and train newly hired employees to meet changing customer and industry demands. The proposed training will enable Bennett Engineering to achieve greater efficiencies, improve business skills and enhance customer satisfaction. ETP-funded Training will also allow Bennett Engineering gain an advantage over their competition while fostering growth.

The Company is requesting a two-year term due to heavy volume of work during peak construction periods (summer and fall). Training will occur in smaller increments during peak time and ramp up during off peak periods to ensure clients receive quality and timely services.

The Company proposes to decrease the full-time employment retention requirement from 35 hours per week to 30 hours per week. According to the Bennett Engineering representative, they offer full company benefits at 30 hours per week for all staff, as expressed in their employee handbook. The handbook is not a contract of employment, but may be construed as such, indicating job security. Moreover, the only job classifications for which the reduced workweek is requested are highly-paid professional Engineers, working in an exempt capacity. As such, they must put in however many hours of work are needed to complete a project, regardless of how many hours are scheduled each week. ETP approved an amendment to add three engineers to their previous agreement (ET13-0109) at a 30-hour workweek, on grounds that Bennett could not recruit professional engineering staff in their locale, without the incentive of a reduced workweek. The engineering staff are all highly-paid salaried employees, with earnings that average \$35.00 per hour. According to Bennett Engineering, as a Small Business competing with larger firms in the relatively small geographic region surrounding Roseville, the 30-hour workweek is an incentive and recruiting tool. Although a 30-hour workweek is not customary for the industry or occupation, it is arguably necessary for recruiting highly-paid professional staff under these circumstances, within the meaning of Panel standards for a reduced workweek. (See T.22 CCR 4400(h)(5).)

Staff recommends approval of the 30-hour workweek on this basis, limited to the Engineers, but only in this instance based on an amendment approved for their previous agreement. This recommendation is not meant to set precedent for any future contracts with this employer, or others.

Need for Training

This will be Bennett Engineering's second ETP Agreement. Under their previous Agreement the Company focused on becoming SWAPP certified, which allowed the Company to branch out into new markets. They trained all occupations in SWIMMM (Scientific Modeling Software for Storm Water, Sanitary & River Systems) software, which upgraded the skill set of all employees. Administrative Support Staff received training in customer service, sales, and marketing to attract more clients and expand their consumer base.

Bennett Engineering is experiencing urgent demands to upgrade their engineering capabilities & related processes for design & development, system integration, regulation applicability and monitoring capabilities pertaining to pipelines, pump stations and roadways technologies in the market sectors of Sewer System Management, Water Monitoring, Roadway Design, and related Advisory Services. The changes are being driven by industry and customer demands. To more effectively win project bids and more efficiently design projects, Bennett Engineering must expand their use of Ajera Project Management Software company-wide. This software is currently installed and running in a limited capacity in select areas of the Company. In addition, the changing landscape of industry-wide contract law has created the need for additional risk management and indemnity training. The Company also purchased new Project Management and Design Software.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be reimbursed at a higher rate, and trainees will be subject to a lower-post-retention wage.

Bennett Engineering is experiencing an increased volume of projects in the Water Management and Roadway Design sectors of their business. This increase is coming from both the public and private sector as the need for more efficient Water Management Systems increases. This increased need is allowing Bennett Engineering to increase their business capacity into the Water Management Industry. Sewer and Water Management clients are experiencing an influx of readily available State & Federal funding as well, to upgrade their technology and processes. Bennett Engineering needs to add to their employee base to keep up with these advancements and remain competitive and compliant in this industry. Bennett Engineering has experienced a 3% increase in project volume in this sector, with an expected 2-3% additional growth over the next 12-36 months. In order to meet the demand for Sewer and Water Management projects, Bennett Engineering has committed to hiring six new employees as shown in Job Number 2 and include one Administration Support Staff, one CAD Technician, one Engineer, and three Managers. These will be considered net-new-jobs under the current Agreement.

Training Plan

Business Skills – Training will be offered to Administration Support Staff, CAD Technicians, Engineers, Project Mangers, and Owners to improve communication skills, increase proficiency and improve productivity. Training will include Contract Law, Risk Management and Technical Communication Skills, to mitigate liability risks within regulatory driven industries.

Computer Skills – Training will be offered to Administration Support Staff, CAD Technicians, Engineers, and Project Mangers to expand and enhance skill sets in the upgraded internal software system. Training will include topics such as MicroStation & InRoads which will enable employees to utilize computer applications to collect and analyze data, enhance project delivery, and manage projects efficiently.

Commercial Skills - Training will be offered to CAD Technicians, Engineers, and Project Mangers. Training topics will include Advisory Services, Engineering Capabilities & Regulatory Applications. Training will allow staff to manage the increase in bidding, development, construction and maintenance of projects for pipelines, pump stations, and roadways in the Sewer System Management and Water Monitoring industries.

PRIOR PROJECTS

The following table summarizes performance by Bennett Engineering under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0109	Roseville	7/26/12- 7/25/14	\$10,608	\$8,476 (80%)

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Contract Law
- Risk Management
- Technical Communication Skills

COMMERCIAL SKILLS

- Advisory Services for Upgrades
- Engineering Capabilities & Processes Upgrades
- Regulatory Applicability for Upgrades

COMPUTER SKILLS

- Microsoft Office interface for Project Management & Reporting
- Project Management Software Upgrades, Ajera
- Design Software Training (CAD, Microstation, InRoads)

E-Learning Hours

8-60

BUSINESS SKILLS

- Contract Law
- Risk Management
- Technical Communication Skills

COMMERCIAL SKILLS

- Advisory Services for Upgrades
- Engineering Capabilities & Processes Upgrades
- Regulatory Applicability for Upgrades

COMPUTER SKILLS

- Microsoft Office interface for Project Management & Reporting
- Project Management Software Upgrades, Ajera
- Design Software Training (CAD, Microstation, InRoads)

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