



**Retrainee - Job Creation
Training Proposal for:
Cemcon, Inc.**

Small Business

ET17-0209

Approval Date: August 18, 2016

ETP Regional Office: Sacramento

Analyst: K. Mam

CONTRACTOR

- Type of Industry: Construction

- Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 98
 - Worldwide: 98
 - Number to be trained: 85
 - Owner Yes No

- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 1%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$83,980
- In-Kind Contribution: \$71,566

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	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Mgmt. Skills, OSHA 10/30, PL-Comm'l Skills	80	8-60	0	\$988	\$17.02
				Weighted Avg: 38			
2	Retrainee Job Creation SB <100 Priority Rate	Comm'l Skills, Computer Skills, Cont. Imp., OSHA 10, PL-Comm'l Skills	5	8-60	0	\$988	\$17.02
				Weighted Avg: 38			

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Contra Costa
- Occupations to be Trained: Concrete Finisher, Operator, Carpenter, Superintendent, Administration Staff, Post Tension Crew, Estimator, Safety Staff
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: Propel Consulting Group in El Dorado Hills assisted with development for a flat fee of \$6,298.
- Administrative Services: Propel Consulting Group will also provide administrative services for a fee not to exceed 7.5% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Headquartered in Pittsburg and established in 2008, Cemcon, Inc. (Cemcon) (www.cemcon.net), is a full service concrete company that specializes in concrete work, such as flatwork, driveways, patios and decorative concrete. Cemcon provides professional public works, commercial, residential, and industrial concrete contracting services to custom and residential home builders throughout Northern California. Training under this proposal will be delivered at the Company's site and at various customer locations. This will be Cemcon's first ETP Agreement.

Need for Training

As the construction industry demands more environmentally friendly products, Cemcon is introducing new products such as porous asphalt which offers long-term durability and low life-cycle costs. Unlike conventional concrete or asphalt, porous asphalt is eco-friendly and allows rainwater to seep into the underlying soil while retaining storm water runoff and replenishing local watershed systems. Trainees must learn to correctly pour, mix, and finish this new product.

Additionally, Cemcon is integrating new post-tension services, a process of reinforcing concrete. Employees will be taught new ways to install systems and proper stressing techniques. The Company will be able to offer services directly to customers. Cemcon will also introduce new chemical admixtures and additives such as air entraining, water-reducing, retarding and accelerating admixtures. Each admixture has its own usage and can improve the performance of problem concrete by modifying its characteristics. Cemcon is investing over \$500,000 in new equipment including post tension cables, excavators and backhoes. Training under this proposal will provide Cemcon's employees with the proper processes and techniques to deliver these new services.

Cemcon is also replacing their current business management software with a new program, Pro Contractor. Pro Contractor is an all-in-one software solution for estimating, project management and accounting. The new software will allow the Company to manage an entire project from bid to project completion. The implementation phase and initial conversion to the new software will require extensive planning and training.

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.

With the introduction of new eco-friendly products, Cemcon will expand its existing workforce. To meet the demand of these new services, the Company has committed to hiring five new employees (Job Number 2). The date-of-hire for all trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Training will be delivered via classroom/laboratory and Productive Lab. In-house subject matter experts and external training vendors may be utilized to deliver training in the following:

Business Skills: Training will be offered to Administration Staff. Training includes cross-training staff on customer service and the payroll system. Topics include Communication Skills, Accounts Receivable Systems and Payroll Systems.

Commercial Skills: Training will be offered to Concrete Finishers, Carpenters, Operators and Post-Tension Crew. Training will focus on increasing employee's knowledge and expertise in the concrete and construction fields by ensuring that concrete is poured, mixed, and finished properly. Training topics will include Concrete Mix Techniques, Concrete Finishing Procedures, Equipment Operation, and Tool Operation.

Management Skills: Training will be offered to Superintendents. Training will focus on executing proper protocols and management of employees on the job site. Training topics will include Dispute Resolution, Team Building and Financial Management.

Computer Skills: Training will be offered to Administration Staff and Estimators. Training will focus on the American Contractor software, the current internal accounting software and the integration of the new software Pro Contractor. Training also includes Accounting Systems and Computer-Aided Design, Pro Contractor and Microsoft Office.

Continuous Improvement: Training will be offered to Concrete Finishers, Carpenters, Operators and Post-Tension Crew Members. Training will focus on problem solving and decision making protocols allowing employees to properly assess work environments. Topics include Project Management, Problem Solving & Decision Making and Construction Safety.

Certified Safety Training

OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Productive Laboratory

Productive Laboratory (PL) trainees may produce goods for profit as a part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

Due to the nature of their services, certain training cannot be replicated in a class/lab environment. PL training will allow practical, real-world experience in a working environment without creating an excess of waste.

Cemcon is requesting PL training for their Concrete Finishers, Carpenters, Operators, Post-Tension Crew and Superintendents. Equipment to be used during PL includes Stressing Machines, Excavators, Backhoes, Cats, Saws, Levels, Compactors, Moisture Retarders, Trowels and Groovers. Training will be taught by subject matter-experts with demonstrated knowledge and expertise in the field. Cemcon is also requesting a trainer-to-trainee ratio of 1:3. Due to the nature of concrete pouring and finishing processes, the final product dries at a rapid rate. A 1:1 ratio would not allow the trainer to train the entire crew in a timely manner. Instructors will monitor trainee competencies before the trainee is deemed competent for each piece of equipment. PL will be capped at 24 hours per trainee.

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

- Communication Skills
- Accounts Receivable Systems
- Accounts Payable Systems
- Payroll System

COMMERCIAL SKILLS

- Concrete Mix Techniques
- Concrete Additive Analysis
- Concrete Pouring Procedures
- Concrete Finishing Procedures
- Rolling
- Cable Lay-Out
- Stress Testing
- Post Tension Installation
- Equipment Operation
- Tool Operation
- Site Preparation
- Site Clean-Up
- Carpentry Techniques

COMPUTER SKILLS

- American Contractor Software
- Pro Contractor Software
- Computer Aided Design
- Accounting Systems
- Intermediate/Advanced Microsoft Office Suite

CONTINUOUS IMPROVEMENT

- Problem Solving & Decision Making
- Construction Safety
- Project Management

MANAGEMENT SKILLS (Superintendent Only)

- Dispute Resolution
- Team Building
- Financial Management

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10 (requires completion of 10-hour course)
- OSHA 30 (requires completion of 30-hour course)

Safety Training cannot exceed 10% of total training hours per-trainee This cap does not apply to OSHA 10/30.

Productive Lab Hours

0 – 24

COMMERCIAL SKILLS (Ratio 1:3)

- Concrete Mix Techniques
- Concrete Additive Analysis
- Concrete Pouring Procedures
- Concrete Finishing Procedures
- Rolling
- Cable Lay-Out
- Stress Testing
- Post Tension Installation
- Equipment Operation
- Tool Operation
- Site Preparation
- Site Clean-Up
- Carpentry Techniques

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery. PL is capped at 24 hours per-trainee.