



**Training Proposal for:  
Infinite RF Holdings, Inc.**

**Small Business**

**ET16-0434**

**Approval Date:** April 18, 2016

**ETP Regional Office:** San Diego

**Analyst:** M. Ray

**CONTRACTOR**

- Type of Industry: Manufacturing
- Priority Industry:  Yes  No
- Number of Full-Time Employees
  - California: 79
  - Worldwide: 96
  - Number to be trained: 79
- Owner  Yes  No
- NAICS Code Eligible
- Out-of-State Competition:  Yes  No
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 5%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$71,890
- In-Kind Contribution: \$62,325

**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, Cont. Imp., HazMat, Mfg. Skills	79	8 - 60	0	\$910	*\$16.51
				Weighted Avg: 35			

\*It will be made a condition of contract that the trainees in this Job Number 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): Orange
- Occupations to be Trained: Administrative Support/Finance, Sales/Service, Quality Assurance, Production, Product Management, Marketing, Purchasing, Information Technology, Manager/Supervisor
- Union Representation:  Yes  
 No
- Health Benefits: Up to \$4.51 per hour

**SUBCONTRACTORS**

- Development Services: Training Funding Source (TFS) in Seal Beach assisted with development for a flat fee of \$1,900.
- Administrative Services: TFS will also provide administrative services for an amount not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

**OVERVIEW**

Founded in 1972 and located in Irvine, Infinite RF Holdings, Inc. (Infinite RF) ([www.infiniterf.com](http://www.infiniterf.com)) is the parent company of three wholly-owned subsidiaries located in California, Texas and Shanghai, China. This proposal will target workers from Infinite RF and its subsidiary, Pasternack Enterprises, Inc. (Pasternack) ([www.pasternack.com](http://www.pasternack.com)). Infinite RF and Pasternack manufacturer and supply radio-frequency (RF) and microwave components including adapters, connectors, attenuators, and coaxial cables to approximately 19 international distributors serving more than 35 countries worldwide. The Companies maintain an inventory of more than 40,000 products ranging from rare, hard-to-find components to a broad array of industry-standard assemblies. Customers include Boeing, Raytheon, General Dynamics and Honeywell.

The Company states that the RF and microwave industry is extremely competitive with out-of-state and international competitors. In order to maintain its place in the industry, both

Companies must keep up with technological advancements and provide its workers with the most innovative tools and methods to improve its products. As a result, Infinite RF has committed to implement new and upgrade existing software systems in the next two years, specifically, Sharepoint and Customer Relationship Management (CRM).

Recently, the Companies implemented its proprietary database, Product Hierarchy Database (PHDB), which contains all product data in a specific, organized format. The database is a hub for pertinent systems such as Navision (ERP system), company webpage, and Sharepoint in order to run parallel with each other. This hub effectively supports adding products and creating respective datasheets and webpages to streamline business processes. As a result, Infinite RF must provide its workers with comprehensive training to successfully utilize software systems.

Training is also driven by the Companies' plan to expand its Product Management Group. Created in 2014, this department covers two distinct but related activities, Product Management and Product Engineering. This group provides full management and support including sales, purchasing, quality assurance, and other interdepartmental activities related to specific products. These workers require training to successfully provide wide-array of support activities specific to the Company's products. Training will improve business strategies to reduce cost and allow the Companies to accelerate new product addition and drive revenue increase.

ETP funding will assist Infinite RF to continue to provide high-quality, cost-effective RF and microwave components to its customers. Most specifically, funding will provide the Company with the skill sets needed to keep up with technology, improve manufacturing efficiencies, increase production levels, and continue to grow and complete in the marketplace.

## **Training Plan**

ETP training will begin upon approval and will be delivered by in-house trainers at the Irvine location. Infinite RF may also procure outside vendors provide training. The Company intends to train approximately 79 workers. Training will be delivered via Class/Lab training method in the following:

**Business Skills** – Training will be provided to all occupations as it relates to their job function. Training topics include Conflict Management, Interdepartmental/Business Communication, Leadership, Product or Service Knowledge, Sales and Customer Relations, and Time Management. Training will allow workers to better understand the Company's products and internal processes in order to provide superior service to its customers.

**Computer Skills** – Training will be provided to all occupations as it relates to their job function. The majority of training will be in the Company's software systems as well as its proprietary system to address technological needs. Course topics include CRM, HRIS, MS Office, MS Project, MS Visio, MS Sharepoint, Navision (ERP), Paycom, PHDB and SQL.

**Continuous Improvement** – Training will be provided to all occupations. Training will focus in the improvement of business processes specifically in export regulations and quality to improve business performance and effectively support its customers.

**Hazardous Materials** – Training will be provided to Production, Manager/Supervisor and Purchasing to ensure staff understands how to safely manage and dispose hazardous materials in order to enhance a safe working environment.

**Manufacturing Skills** – Training will be provided to Production and Manager/Supervisor. Topics include Equipment Operations, Lean Manufacturing, Six Sigma, and Soldering. Training

will provide the trainees with skills necessary to improve product quality and the Company's overall manufacturing processes.

### **Contract Term**

Although the standard term of contract for Small Business is 12 months, Infinite RF requests an additional 12 months in the term of contract, from 12 to 24 months, to better align with the Company's training plan in the implementation of new software systems as well as improvements of existing systems for its workers.

### **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**

- + Conflict Management
- + Interdepartmental/Business Communication
- + Leadership
- + Product or Service Knowledge
- + Sales and Customer Relations
- + Time Management

**COMPUTER SKILLS**

- + Customer Relationship Management
- + Human Resource Information System
- + Microsoft Office
- + Microsoft Project
- + Microsoft Visio
- + Microsoft Sharepoint
- + Navision
- + Payroll (Paycom)
- + Product Hierarchy Database
- + Structured Query Language

**CONTINUOUS IMPROVEMENT**

- + Export Processes/Regulations
- + Quality Improvement

**HAZARDOUS MATERIALS**

- + Disposal of Hazardous Materials

**MANUFACTURING SKILLS**

- + Equipment Operations
- + Lean Manufacturing
- + Six Sigma
- + Soldering

Safety Training will be limited to 10% of total training hours, per-trainee. This cap does not apply to HAZMAT.

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