



**Retrainee – Job Creation
Training Proposal for:
Laboratory Data Consultants, Inc.**

Small Business \leq \$50,000

ET15-0200

Panel Meeting of: July 25, 2014

ETP Regional Office: San Diego

Analyst: M. Ray

CONTRACTOR

- Type of Industry: Services
Technology/Other
Priority Industry: Yes No
- Number of Full-Time Employees
California: 43
Worldwide: 43
Number to be trained: 46
Owner Yes No
- Out-of-State Competition: Customers Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 5%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,036
- In-Kind Contribution: \$53,185

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 Priority Rate SB <100	Commercial Skills, Computer Skills, Continuous Improvement	43	8 - 60	0	\$1,066	\$15.59
				Weighted Avg: 41			
2	Retrainee Priority Rate SB <100 Job Creation Initiative	Commercial Skills, Computer Skills, Continuous Improvement	3	8 - 60	0	\$1,066	\$13.00
				Weighted Avg: 41			

- Reimbursement Rate: Job #'s 1 and 2: \$26 SB Priority
- County(ies): San Diego, Sacramento
- Occupations to be Trained: Validator, Report Writer, Software Engineer, Administrative Support, Supervisor/Manager, Owner
- Union Representation: Yes
 No
- Health Benefits: Job #1 only: \$2.10 per hour

SUBCONTRACTORS

- Development Services: Training Funding Source (TFS) in Seal Beach will assist with development of this proposal for a flat fee of \$2,500.
- Administrative Services: TFS will also assist with administration for a fee not to exceed 13% of earned funds.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1991 and headquartered in Carlsbad, Laboratory Data Consultants, Inc. (LDC) (www.lab-data.com), is an environmental chemistry consulting company specializing in Quality Assurance/Quality Control. The Company offers a wide array of services: third-party data validation and data usability assessments; custom software products; data management services; specialized training courses; and web hosting. Its customers include BP Oil, AECOM, Shell Oil, Aerojet, State of Florida, and branches of the Armed Forces.

LDC customers demand high quality, organized databases and standardized data formatting. Analytical and field data are used for many purposes including: compliance with regulatory requirements and determination of the presence, concentration, and movement of hazardous substances in the environment and the community and dispose and/or treat hazardous materials. In some cases, the data may be used in litigation.

LDC's software products are being continually improved. As new technologies are developed and existing processes are improved, customers expect LDC to remain ahead of the curve and retain qualified experts on the latest technology. The Company must provide its workers with highly technical training of new features and enhancements to existing products as well as new product offerings and services. With the help of ETP funding, LDC is poised to provide its workers with a comprehensive training program to successfully support its overall customer demands and industry requirements.

Training Plan

This will be the second Agreement between LDC and ETP. The prior Agreement (ET12-0435) which was completed in March 2014, provided Commercial Skills, Computer Skills, and Continuous Improvement Skills training to keep up with changing Environmental Protection Agency (EPA) standards and otherwise meet customer requirements.

In this proposal, some curriculum topics will be repeated from the prior agreement; however, LDC ensures that the subject matter has been updated and/or improved. For example, in data validation, there are multitudes of specific topics related to the procedures; thus, training may be from different topics from one particular procedure. Additionally, data validation has different process review levels for the differing levels of experience and ability. There will be no duplication of training from the previous Agreement. ETP training will begin upon approval and will be delivered by in-house trainers at the worksite.

Commercial Skills – Training will be provided to all occupations according to their job functions. Training topics in various laboratory and validation procedures such as data validation (Levels 1 to 4), high performance liquid chromatography methods, high resolution mass spectrometry methods, and liquid scintillation counting will provide trainees the necessary skills to understand environmental testing and reporting to successfully communicate with customers, create reports, and troubleshoot issues.

Computer Skills – Training will be provided to all occupations as it pertains to their job duties. This training is integral to new employees and incumbents alike and centers on the Company's new products, product enhancements, and new processes or procedures. Course topics will be offered to both incumbents and newly-hired trainees in data reporting services, storage area networks, third-party component integration, and various electronic data deliverable formats. Training will ensure that trainees will learn new features of each software application to efficiently review sample data and methods, develop new technical reports, perform quality checks, and manage contracts.

Continuous Improvement – Training will be provided to all staff. Training topics in leadership, project management, communication, customer relationships, teamwork, and business development skills will increase skill sets to lead the Company forward. LDC plans to continue its training in process improvement to increase employees' technical skills to improve data and customer processes, streamline application development, and shorten customer response time.

Retrainee – Job Creation

LDC has projected a 10% increase in market share in the next couple years. The Company recently sold its software to Japan and is looking to expand sales to other countries. With the database updates, the Company is also looking to expand its services. To maintain and keep up with the expanded product offerings, LDC has committed to hiring 3 new employees (Job Number 2). To be eligible for reimbursement under this Job Number, the trainees must be hired within the three-month period prior to Panel approval or during the term of contract.

Temporary to Permanent Hiring

The trainees in Job Number 2 come under Panel guidelines for “temporary to permanent” employment. LDC has retained these employees through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. However, the retention and post-retention wage requirements cannot be satisfied until after they have been hired by LDC. Until then, LDC will not receive progress payments.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$
ET12-0435	Carlsbad	6/12/12 – 6/11/14	\$48,880	**\$36,660

**ET12-0435: The last day of ETP training was 3/10/14. LDC has documented 1,989 eligible training hours for 48 trainees who completed retention and expects to earn 100% of the Agreement amount. The contract has been closed and the closeout invoice is currently being processed by ETP.

Exhibit B: Menu Curriculum**Class/Lab Hours**

8 - 60

Trainees may receive any of the following:

COMMERCIAL SKILLS

- ✚ Atomic Absorption
- ✚ Air, Groundwater, and Soil Contamination
- ✚ Alpha Spectroscopy
- ✚ Analytical and Field Data Processes
- ✚ Chemistry Review Procedures
- ✚ Corrective Action on Quality Assurance/Quality Control Issues
- ✚ Data Validation – Levels I,II,III,IV
- ✚ Electronic Data Deliverable Formats
- ✚ Environmental Standards
- ✚ Gamma Spectroscopy
- ✚ Gas Chromatography Methods
- ✚ Gas Flow Proportional Counting
- ✚ General Chemistry Techniques
- ✚ Grain Size
- ✚ High Performance Liquid Chromatography Methods
- ✚ High Resolution Gas Chromatography
- ✚ High Resolution Mass Spectrometry Methods
- ✚ Inductively Coupled Plasma
- ✚ Inductively Coupled Plasma Mass Spectrometry
- ✚ Liquid Chromatography
- ✚ Laboratory Procedures
- ✚ Statement of Procedures Writing and Reviewing
- ✚ Liquid Scintillation Counting
- ✚ Low Level Mercury
- ✚ Mass Spectrometry
- ✚ Quality Assurance Project Plan
- ✚ Validation Procedures

COMPUTER SKILLS

- ✚ Adobe (Acrobat, Dreamweaver, Illustrator, Photoshop)
- ✚ Apache
- ✚ Automated Audit
- ✚ Automated Data Review
- ✚ Client-Specific Electronic Data Deliverable (EDD) Formats, Specifications and Data Checkers
- ✚ Cloud Services
- ✚ Customer Relationship Management (CRM)
- ✚ Data Reporting Services
- ✚ Database Administration/Management
- ✚ Database Design/Optimization
- ✚ DreamWeaver
- ✚ Fusion Charts
- ✚ Geospatial Information Systems (GIS)
- ✚ Graphical Information System (GIS)
- ✚ Internet Information Services
- ✚ Legacy Database Systems
- ✚ Malicious Software, Antivirus, and Spam Protection

- ✚ Microsoft Office
- ✚ Microsoft Project
- ✚ Microsoft Sharepoint
- ✚ MS Visual Design Studio
- ✚ Mobile Device Application Development
- ✚ Network Management
- ✚ Oracle
- ✚ Report Writing
- ✚ Regulatory Program Electronic Data Deliverable (EDD) Formats, Specifications and Data Checkers (SEDD, NEDD, ERPIMS, ERIS, EDF, etc)
- ✚ Software Architecture and Planning
- ✚ Software Code and Code Control
- ✚ Software Quality Assurance and Quality Control
- ✚ Software Development/Documentation/Debugging
- ✚ Software Licensing, Deployment and Distribution
- ✚ Storage Area Networks
- ✚ SQL
- ✚ SQL Server Management Studio
- ✚ Systems Administration
- ✚ Third-Party Component Integration
- ✚ Virtual Directories
- ✚ Virtual Environments
- ✚ Visio Web-Ex
- ✚ Web Hosting
- ✚ Web Technologies, Design, and Development

CONTINUOUS IMPROVEMENT

- ✚ Goal Setting
- ✚ Planning
- ✚ Process Improvement
- ✚ Quality Control and Improvement
- ✚ Accounting Procedures
- ✚ Business Development
- ✚ Customer Relationships
- ✚ Collections
- ✚ Communication
- ✚ Contract Writing & Review
- ✚ Financial Management
- ✚ Leadership
- ✚ Negotiation
- ✚ Product Knowledge
- ✚ Project Management
- ✚ Report and Proposal Preparation
- ✚ Teamwork
- ✚ Time Management
- ✚ Business Writing Skills

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