



**Retrainee – Job Creation
Training Proposal for:
Partners in Control, Inc. dba Enterprise Automation**

Small Business ≤ \$50,000

ET15-0333

Approved Date: November 19, 2014

ETP Regional Office: San Diego

Analyst: K. Campion

CONTRACTOR

- Type of Industry:
 - Services
 - Engineering
 - Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 20
 - Worldwide: 20
 - Number to be trained: 25
 - Owner Yes No

- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 0%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$31,200
- In-Kind Contribution: \$52,800

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	20	8 - 100	0	\$1,040	\$16.25
				Weighted Avg: 40			
2	Retrainee Priority Rate SB <100 Job Creation Initiative	Business Skills, Computer Skills, Commercial Skills	5	8 - 100	0	\$2,080	\$33.00
				Weighted Avg: 80			

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Orange, Contra Costa
- Occupations to be Trained: Engineer, Project Manager, Management Staff, Administrative Staff, Business Development Staff, Owner
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: To Be Determined

OVERVIEW

Headquartered in Irvine, Partners in Control, Inc. dba Enterprise Automation (EA)(www.eaintegrator.com) is a small engineering company that provides all phases of system integration services for industrial water systems, including design consultation, specification development, panel design, programming, data network design, virtualization, testing and documentation. EA also has a small satellite office in Walnut Creek, which allows the Company to serve both Northern and Southern California customers.

The core of the Company is composed of mechanical, electrical and chemical Engineers who must have knowledge of electrical systems, mechanical systems, industrial systems, system networking, automation and system programming to be effective in their jobs. However, the Company has found that most Engineers are trained in one discipline and lack the comprehensive skills required by EA. As a result, the Company found that new Engineers and some current workers aren't prepared to ensure high quality solutions for clients. Coupled with these challenges, EA has grown significantly in the last few years. The Company hired 12 new

Engineers in the last 24 months. Therefore, EA must provide formal, class/lab, technical skills to effectively manage its growth and ensure quality work.

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EA has a current six-month backlog of work for its current engineers. Additionally, the Company projects increased new business orders over the next two years. EA cannot accept any new business unless it has Engineers to complete the work so it must increase its business capacity by adding newly hired employees to existing functions.

The Company projects to hire 10 new Engineers in the next 12 months, of which five are included in this proposal (Job Number 2). Trainees must be hired within the three-month period prior to Panel approval or during the term of contract. Training for newly hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Training Hours Modification Request

EA requests an increase in the maximum training hours for small business from 60 to 100. The Company reports that its engineering services are highly specialized and involve knowledge of various engineering practices that are not included in any university or degree programs. As a result, EA must provide the necessary technical skills training to ensure that all workers have the program knowledge and various engineering methods to be effective in their jobs.

All newly hired trainees (Job Number 2) and approximately eight incumbent workers will be involved in a four week, intensive training effort, to ensure Engineers obtain required skills prior to being assigned projects. Upon hire, newly hired trainees will receive approximately 80 hours of class/lab training within the first four weeks and then an additional 20 hours of training thereafter during the term of the Agreement. The aforementioned eight incumbent, experienced Engineers will also be trained alongside the newly hired workers in groups of two, so as not to disrupt production. The first four-week training session is scheduled for January 2015, and a second session is planned for July 2015.

EA has found that this comprehensive training effort for both newly hired and experienced workers is the only way to ensure its Engineers and Project Managers are fully-trained in all aspects of the business, and can provide the highest quality solutions to ensure customer satisfaction.

Training Plan

All training will be conducted via class/lab in the following types of training:

Business Skills – Training will be provided to all occupations. Trainees will learn Communication Skills, Sales & Marketing Skills, Project Management Skills and Leadership Skills to improve interactions with customers and collaborate with others, and be able to manage multiple engineering projects and critical timelines.

Computer Skills – Training will be provided to Engineers and Administrative Staff. Engineers need critical, software application skills in programming, networking and systems. Administrative staff will be provided with MS Office training.

Commercial Skills – Training will be provided to Engineers and Project Managers to ensure all trainees have the requisite skills for Engineering specifications, testing, technologies, documentation and all phases of system integration services.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 100

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Sales & Marketing Skills
- Project Management
- Coaching/Mentoring & Leadership Skills

COMPUTER SKILLS

- Software Technical Application Skills
 - ❖ Ampla
 - ❖ Think and Do
 - ❖ Supervisor Control & Data Acquisition Software
 - ❖ Historian
 - ❖ Microsoft 360
 - ❖ Programmable Logic Controller Programs
 - ❖ Remote Desktop Program
 - ❖ Electronic Tools
 - ❖ SQL Server Reporting
 - ❖ Windows 8.1
 - ❖ Wonderware Product Line
 - ❖ Schneider Electric Product Line
 - ❖ Citect Product Line
 - ❖ Manufacturing Execution Systems
- System Networking Skills
- Virtualization, VMware, ESXi
- MS Office Application Skills

COMMERCIAL SKILLS

- Engineering Controls & Methodologies
- Engineering Standards, Practices and Job Specific Procedures
- Project Set-Up, Execution and Deployment
- Specification Writing, Reading and Interpreting
- Factory & Site Acceptance Testing (FAT, SAT)
- Site Documentation and Inspection
- Project and System Documentation
- Operation & Management Documentation and Training the End-User
- Electrical Wiring Skills

Note: Reimbursement for retraining is capped at 100 total hours per-trainee, regardless of method of delivery.