



**Training Proposal for:**

**Professionals In Human Resources Association**

**Agreement Number: ET16-0166**

**Panel Meeting of:** September 25, 2015

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee SB <100 SET HUA	Industry Sector(s):	Manufacturing Transportation/Logistics Technology/Other Healthcare Wholesale Trade Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

**FUNDING DETAIL:**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$448,160		\$31,002 8%		\$479,162

In-Kind Contribution:	50% of Total ETP Funding Required	\$410,000
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**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	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30	200	8-200	0	\$1,097	\$15.07
				Weighted Avg: 57			
2	Retrainee	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30	50	8-200	0	\$914	\$15.07
				Weighted Avg: 57			
3	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30	100	8-200	0	\$1,557	\$15.07
				Weighted Avg: 56			
4	Retrainee SB<100	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30	20	8-200	0	\$1,317	\$15.07
				Weighted Avg: 56			
5	Retrainee SET HUA	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30	18	8-200	0	\$721	\$11.30
				Weighted Avg: 45			
6	Retrainee SB<100 SET HUA	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30	18	8-200	0	\$1,058	\$11.30
				Weighted Avg: 45			

**Minimum Wage by County:** Job Numbers 1, 2, 3 & 4: \$16.44 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara Counties; \$15.97 per hour for Los Angeles County; \$16.02 per hour for Orange County; \$15.93 per hour for San Diego County; \$15.75 per hour for Sacramento County; \$15.56 per hour for Alpine County; and \$15.07 per hour for all other counties

Job Numbers 5 and 6 (SET-HUA): \$12.33 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara Counties; \$11.98 per hour for Los Angeles County; \$12.02 per hour for Orange County; \$11.95 per hour for San Diego County; \$11.81 per hour for Sacramento County; \$11.67 per hour for Alpine County; and \$11.30 per hour for all other counties.

**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe

Participating employers may use health benefits to meet the Post-Retention Wage and will vary by participating employer.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Shipping Staff		40
Operator I		40
Operator II		20
Engineer I		10
Engineer II		10
Production Staff I		90
Production Staff II		40
Maintenance Staff I		10
Maintenance Staff II		10
Shop Lead		20
Technician		20
Administration Staff		20
Manager/Supervisor I		10
Manager/Supervisor II		6
Sales Staff I		20
Sales Staff II		20
Small Business Owners		20

**INTRODUCTION**

Established in 1944, and headquartered in Gardena, Professionals In Human Resources Association (PIHRA) ([www.pihra.org](http://www.pihra.org)) is a non-profit membership organization dedicated to providing business education, networking and advocacy with an emphasis on the human resources environment. PIHRA has 17 locations throughout California, located in Los Angeles, Orange, Riverside, San Bernardino and Ventura counties. Headquartered in Gardena, PIHRA

is the largest affiliate of the Society for Human Resources Management Organization. PIHRA serves approximately 4,000 members in California. This includes private businesses, non-profit organizations, government agencies and workforce services. [Note: Only private-sector for-profit businesses will participate in this proposal.] PIHRA works with various industries including aerospace, agriculture, automotive, biotechnology, pharmaceutical, construction, distribution, education institute, manufacturing, oil and gas refinery, restaurant and food services and technology.

PIHRA provides yearly educational seminars in human resources-related topics for existing and new members, for businesses to stay current and up-to-date on issues relevant to human resource professionals. In addition, PIHRA has indicated that members have expressed a need to be more competitive, enhance job skill sets, and maintain a healthy workforce. The training proposed in this Agreement will assist in accomplishing these objectives.

## **PROJECT DETAILS**

ETP-funded training will provide employers the opportunity to sustain their competitiveness, grow their businesses, meet customer demand, and remain current on rapidly changing technology. PIHRA is focused on providing opportunities to companies that do not have the resources available to provide needed training to their employees.

### **Training Plan**

Training outlined in this proposal will be customized, based on employer needs assessments and training objectives. PIHRA conducts interviews with employers and training experts to maintain a comprehensive curriculum that is relevant and responsive to the needs. In addition, participating employers are encouraged to complete post-training evaluations. This feedback is used by PIHRA to measure the quality of training and meets employer demands.

This proposal will assist incumbent workers to improve job-related skills, productivity, reduce waste, and keep up with technological changes. The majority of training (90%) will be conducted at participating employer worksites; the remainder will be center-based.

**Business Skills (25%)** – Training will be provided to all occupations to improve communication skills, customer relations and business problem solving.

**Computer Skills (20%)** – Training will be provided to all occupations to learn how to effectively use the Company's internal software applications to design, program, implement and troubleshoot new computer software programs and platforms such as social media, accounting software, and Microsoft Suite.

**Continuous Improvement (30%)** – Training will be provided to all occupations to promote teamwork and improve workflow, troubleshooting, and problem solving. Training includes process mapping, Lean Enterprise topics, and ISO Auditor compliance training.

**Management Skills (10%)** – Training will provide Managers/Supervisors with leadership and supervisory skills. Training will help staff become effective leaders in high performance workplaces.

**Manufacturing Skills (10%)** – Training will provide Shipping Staff, Operators, Production Staff, Maintenance Staff, Shop Leads, Technicians, and Small Business Owners with skills pertaining to operate new equipment, blueprint reading, inventory management and aircraft assemblies.

**OSHA 10/30 (5%)** - OSHA 10/30 is a series of courses “bundled” by industry sector and occupation. OSHA 10 will be provided to Shipping Staff, Operators, Production Staff, Maintenance Staff, Shop Leads, and Technicians. OSHA 30 training will be provided to Managers and Supervisors to ensure a safe work environment.

### **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 toward 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.

### **Impact/Outcome**

PIHRA anticipates assisting participating employers to prepare for certification programs such as ISO, OSHA 10/30 and Lean Enterprises that are typically awarded based on training and internal improvement. These certifications often lead to new market opportunities, new customers, and increased sales, which will ultimately help companies, grow and provide workforce stability.

### **Commitment to Training**

PIHRA represents that ETP funds will not displace the existing financial commitment to training made by the participating employers. Safety training is provided in accordance with all pertinent requirements under state and federal law.

Most of the participating employers lack the resources and funding to conduct formal and structured training, especially small companies. The majority provide on-the-job, one-on-one training to new employees, safety, and off-site seminar training. ETP funding will allow these companies to introduce new business practices and services in order to sustain growth and remain competitive in California. PIHRA will only provide training to participating employers in subjects that are outside of their expertise.

### **Special Employment Training/High Unemployment Area**

Under Special Employment Training (SET), a participating employer is not required to demonstrate out-of-state competition and trainees are not required to meet eligibility standards for retraining. This proposal has been identified for SET funding under Job Numbers 5 and 6.

All trainees in Job Numbers 5 and 6 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. Companies located in Kern, Los Angeles, Riverside, San Bernardino, and Ventura Counties (Bakersfield, Compton, Hawthorne, City of Industry, Inglewood, Perris City, Hesperia City, Oak View CDP) qualify for HUA status and thus, qualify for the Standard Minimum Wage instead of the Statewide Average Hourly Wage.

#### ➤ Wage Modification

For trainees in Job Numbers 5 and 6, the Panel may modify the ETP Standard Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. PIHRA is asking for a wage modification to the HUA Minimum Wage (\$11.30 to \$12.33) for these trainees.

## **Marketing and Support Costs**

PIHRA has established relationships with Society for Human Resource Management and collaborative networks of businesses. PIHRA hosts conventions, meetings, mixers, and uses newsletters, websites, and email communication to promote business opportunities, procurement news, and various networking events. PIHRA has two employees dedicated to marketing, recruiting, assessment, scheduling, and training; therefore, PIHRA seeks full support cost of 8% to fund extensive marketing efforts to recruit additional participating employers and assessment activities of employers. Staff believes 8% support costs are justified in this proposal.

## **Substantial Contribution**

PIHRA serves large and small companies, some of which may have received training in prior ETP contracts. If a large participating employer has received the benefit of training with payment earned in excess of \$250,000 within the past five years, reimbursement for trainees at the same facility will be reduced by 15% to reflect a substantial contribution to the cost of training. Funding for any employer that has previously been assessed a substantial contribution will be reduced by 30%. Small businesses are not subject to this provision.

## **Trainer Qualifications**

PIHRA reports that 50% of training will be provided by in-house staff with training vendor, Custom Corporate Communications. In-house Staff are competent in the subject matter and have completed all classes required for the proficiency in each topic of training prior to delivery of training on that topic (see Training Vendor below). The other half will be delivered in-house by the participating employers.

## **Training Coordinator**

PIHRA has designated two staff member to be responsible for all administrative responsibilities, including recording and tracking training. PIHRA will also utilize a third party vendor with ETP experience to aid in this endeavor (see Administrative Services below).

## **Tuition Reimbursement**

PIHRA represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

## **RECOMMENDATION**

Staff recommends approval of this proposal.

## **DEVELOPMENT SERVICES**

DLI & Associates LLC in San Juan Capistrano assisted with development at no cost.

## **ADMINISTRATIVE SERVICES**

DLI & Associates LLC will also perform administrative services for a fee not to exceed 13% of payment earned.

## **TRAINING VENDORS**

Custom Corporate Communications of Redondo Beach has been retained to provide 50% of the training in Continuous Improvement, Business and Manufacturing Skills.

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

8-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Writing Skills
- Customer Service
- Communication Skills
- Leadership Skills
- Goal Setting
- Managing Change
- Performance Management Skills
- Problem Solving
- Project Coordination
- Team Building
- Time Management
- Change Management Skills
- Project Management
- Sales Skills

**COMPUTER SKILLS**

- Microsoft Office Suite (Intermediate and advanced)
- QuickBooks and Accounting Software
- Computer Design Software
- E-Commerce
- Enterprise and Manufacturing Management Systems

**CONTINUOUS IMPROVEMENT**

- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Kaizen 7S
- Process Improvement
- Process Mapping
- Problem Solving
- Root Cause Analysis
- Set-Up Time Reduction
- ISO Auditor Training
- Process Management
- Quality Engineering
- Six Sigma
- Statistical Process Control
- Team Building

**MANAGEMENT SKILLS** (Managers/Supervisors Only)

- Leadership Skills

**MANUFACTURING SKILLS**

- Inventory Management
- Blueprint Reading
- Advanced Measurement Tools and Techniques
- Electrical Fundamentals
- Drive Systems Maintenance
- Programmable Logic Controllers

**OSHA 10/30**

- OSHA 10 (requires completion of 10 hours)
- OSHA 30 (requires completion of 30 hours)

Safety Training cannot exceed 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Professionals In HR Association

CCG: ET16-0166

Reference No: 15-0289

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: AFS dba Ironman Parts and Services

Address: 2535 Anselmo Drive

City, State, Zip: Corona, CA 92879

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 47

Total # of full-time company employees in California: 47

Company: Cambro Food Service Equipment and Supplies

Address: 5801 Skylab Road

City, State, Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 80

Total # of full-time company employees worldwide: 781

Total # of full-time company employees in California: 781

Company: CB Technologies Inc.

Address: 750 The City Drive, #225

City, State, Zip: Orange, CA 92862

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 39

Total # of full-time company employees in California: 21

Company: C.L. Hann Industries

Address: 1020 Timothy Drive

City, State, Zip: San Jose, CA 95133

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 17

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Professionals In HR Association

CCG: ET16-0166

Reference No: 15-0289

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Company: Dynaroll

Address: 12640 Bradley Ave.

City, State, Zip: Sylmar, CA 91342

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 68

Total # of full-time company employees in California: 68

Company: EM Coating Services Surface Technologies

Address: 20751 Superior Street

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 1,200

Total # of full-time company employees in California: 115

Company: Graphic Reasearch

Address: 9334 Mason Ave.

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 45

Total # of full-time company employees in California: 45

Company: HOSA

Address: 6650 Caballero Blvd.

City, State, Zip: Buena Park, CA 90620

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Professionals In HR Association

CCG: ET16-0166

Reference No: 15-0289

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Company: ITO Inc. dba Kikka Sushi

Address: 431 Isis Ave.

City, State, Zip: Inglewood, CA 90301

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 150

Total # of full-time company employees worldwide: 1,700

Total # of full-time company employees in California: 814

Company: Measurement Specialties Inc.

Address: 206 Plummer Street

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 80

Total # of full-time company employees worldwide: 3,200

Total # of full-time company employees in California: 200

Company: MedXM

Address: 1241 E. Dyer Road, #146

City, State, Zip: Santa Ana, CA 92705

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 38

Total # of full-time company employees worldwide: 250

Total # of full-time company employees in California: 250

Company: Pentair Pool & Spa

Address: 10951 W. Los Angeles Ave.

City, State, Zip: Moorepark, CA 93021

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 85

Total # of full-time company employees worldwide: 30,000

Total # of full-time company employees in California: 1,500

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Professionals In HR Association

CCG: ET16-0166

Reference No: 15-0289

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Company: Pitney Bowes-Presort Services Unit

Address: 250 Airport Circle, Suite 101

City, State, Zip: Corona, CA 92880

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 95

Total # of full-time company employees worldwide: 14,907

Total # of full-time company employees in California: 334

Company: Plastic Engineering and Development

Address: 2731 Loker Ave., West

City, State, Zip: Carlsbad, CA 92010

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 99

Total # of full-time company employees in California: 99

Company: Ricoh Printing Systems America Inc

Address: 2390 Ward Avenue, Suite A

City, State, Zip: Simi Valley, CA 93065

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 87

Total # of full-time company employees in California: 84