



**Retrainee - Job Creation  
Training Proposal for:  
Quincy Engineering, Incorporated**

<b>Small Business ≤ \$50,000</b>
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**ET15-0422**

**Approval Date:** April 9, 2015

**ETP Regional Office:** Sacramento

**Analyst:** M. Mazzone

**CONTRACTOR**

- Type of Industry: Engineering
  
- Priority Industry:  Yes  No
  
- Number of Full-Time Employees
  - California: 58
  - Worldwide: 68
  - Number to be trained: 56
  - Owner  Yes  No
  
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 5%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$49,504
- In-Kind Contribution: \$88,102

**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, Commercial Skills, Computer Skills, Continuous Impr	51	8-60	0	\$884	\$19.21
				Weighted Avg: 34			
2	Retrainee Job Creation Initiative Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	5	8-60	0	\$884	\$13.70
				Weighted Avg: 34			

- Reimbursement Rate: Job #'s 1 and 2: \$26 SB Priority
- County(ies): Alameda, Contra Costa, Placer, Sacramento
- Occupations to be Trained: Engineering Technician, Assistant Engineer, Associate Engineer, Senior Engineer, Project Manager, Computer Aided Drafter, Surveyor, Environmental Planner, Marketing Coordinator, IT Technician, Administrative Staff, Accountant, Senior Project Manager
- Union Representation:  Yes  
 No
- Health Benefits: N/A

**SUBCONTRACTORS**

- Development Services: Sierra Consulting Services in Cameron Park will assist with the development of this proposal for a flat fee of \$4,700.
- Administrative Services: Sierra Consulting Services will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

**INTRODUCTION**

Quincy Engineering, Incorporated (Quincy Engineering) founded in 1992, is a civil engineering company headquartered in Rancho Cordova. The Company specializes in roadway design, bridge design, surveying, and construction management. Quincy Engineering's customer base is comprised of public agencies located in California, Oregon and throughout the Western United States. The agencies include cities, counties, and state departments of transportation and planning.

Quincy Engineering has a total of five locations, one of which is in Oregon. The other four are in California: Rancho Cordova, Roseville, Pleasanton, and Walnut Creek. All of the California locations will participate.

## **Need for Training**

Quincy Engineering's growth plan is focused on market expansion for its existing base in the public sector and into the private sector. Currently, the Company's projects are only at the state or local level; the plan for expansion will reach the national level. Staff will require training in marketing, sales, and customer service skills in order to secure and service these new customers.

## **Job Creation**

Quincy Engineering is currently experiencing a shortage of talent and has had to turn down projects due to the lack of qualified engineers. To meet current need and also to realize their goal of expansion, Quincy Engineering has committed to hiring at least five full-time permanent employees. The new hires will be recent college graduates, as recruited throughout California depending on each location's needs.

The Panel offers incentives to companies that commit to hiring new employees. Trainees are subject to a lower post-retention wage, and employers receive a high reimbursement rate. The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company represents that these trainees will be hired into "net new jobs" as a condition of contract.

## **Training Plan**

Trainees will receive between 8–60 hours of classroom and/or videoconference training. Video Conference training will consist of classroom training being conducted at Quincy Engineering's headquarters in Rancho Cordova with trainees from the Roseville, Pleasanton, and Walnut Creek locations participating in the training via video monitors.

**Business Skills** – Training will be delivered to all occupations and will focus on the development of necessary skills to secure and properly service existing and new customers. Training topics will include courses: Customer Service Skills, Customer Retention, Marketing Skills, Sales Skills, Presentation Skills, Technical Writing, Technical Specification Preparation, and Time Management Skills.

**Commercial Skills** – Training will be delivered to Assistant Engineers, Associate Engineers, Senior Engineers, Project Managers, Senior Project Managers, Surveyors, and Environmental Planners. Trainees will receive job specific technical training to expand their current capabilities, which will allow Quincy Engineering to expand their services and better serve customers. Training topics will include: Roadway and Highway Design, Project Management, Environmental Studies, Confined Workspace, Sewage Treatment Systems, Water Conveyance Systems, and Technical Specifications.

**Computer Skills** – Training will be delivered to Engineering Technicians, Assistant Engineers, Associate Engineers, Computer Aided Drafters, Surveyors, Accountants, and IT Technicians. Computer training will ensure that staff is proficient in all engineering software versions and that IT staff is proficient in server maintenance. Training topics will include courses such as AutoCad 3D, Microsoft Server 2012, Sonicwall Hardware/ Firmware, and Sharepoint 2013.

**Continuous Improvement** – Training will be delivered to all occupations to improve efficiencies in the workplace. To improve process efficiencies, Quincy Engineering will focus training on the course topic Organization and Planning.

## **RECOMMENDATION**

Staff recommends approval of this proposal.

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

8-60

Trainees may receive any of the following:

**BUSINESS SKILLS**

- ❖ Customer Service Skills
- ❖ Marketing Skills
- ❖ Sales Skills
- ❖ Public Speaking Skills
- ❖ Time Management Skills
- ❖ Technical Writing
- ❖ Technical Specification Preparation

**COMMERCIAL SKILLS**

- ❖ Roadway and Highway Design
- ❖ Project Management
- ❖ Environmental Studies & Documentation Approval Process
- ❖ Confined Workspace
- ❖ Sewage Treatment Systems
- ❖ Water Conveyance Systems

**COMPUTER SKILLS**

- ❖ AutoCAD Civil 3D
- ❖ Ajera Accounting System
- ❖ Microsoft Server 2012
- ❖ Sonicwall Hardware/Firmware
- ❖ Sharepoint 2013

**CONTINUOUS IMPROVEMENT**

- ❖ Organization and Work Planning

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