



**Retrainee - Job Creation  
Training Proposal for:  
Teter, LLP**

**Small Business**

**ET16-0246**

**Approval Date:** October 23, 2015

**ETP Regional Office:** Sacramento

**Analyst:** L. Fraizer

**CONTRACTOR**

- Type of Industry: Engineering
  
- Priority Industry:  Yes  No
  
- Number of Full-Time Employees
  - California: 81
  - Worldwide: 81
  - Number to be trained: 86
  - Owner  Yes  No
  
- Out-of-State Competition: No OSC
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 15%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$49,946
- In-Kind Contribution: \$65,000

**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 SET HUA	Buisness Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat	81	8-60	0	\$546	\$15.07
				Weighted Avg: 21			
2	Job Creation Initiative Priority Rate SB<100 SET	Buisness Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat	5	8-60	0	\$1,144	\$13.00
				Weighted Avg: 44			

- Reimbursement Rate: Job #'s 1 and 2: \$26 SB Priority
- County(ies): Fresno, Kern, Tulare
- Occupations to be Trained: Administrative Staff, Architect, Electrical Engineer, Mechanical Engineer, Structural Engineer, Manager, Owner
- Union Representation:  Yes  
 No
- Health Benefits: Job #1: \$1.07 per hour only

**SUBCONTRACTORS**

- Development Services: Strategic Business Solutions, LLC in Visalia assisted with the development of this project for a flat fee of \$3,500.
- Administrative Services: Strategic Business Solutions, LLC will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

**OVERVIEW**

Founded in 1979, Teter, LLP (Teter) has locations in Fresno, Visalia and Bakersfield. Teter is an engineering firm that specializes in architectural design and construction project management. The Company provides services to a wide range of clients from private commercial construction firms to public sector agencies such as schools and municipalities. Teter has designed and constructed multiple Central Valley buildings including CSFU Aquatic Center, Madera County Jail and Visalia Transit Center.

## Need for Training

Teter has made a substantial investment in technical software that will change the way the Company does business, from project design and presentation to new mobile concepts that make employee's workspace completely portable. The need for new technology is driven by customer demands for real time mobile information, and the Company's inability to present data and drawings at jobsites and various other locations. Training in the new software will help employees provide customers with the most modern, cost efficient, and safest structural designs.

Teter is also expanding into construction for the health care sector. The Company will require training on the industry's unique regulations and requirements with regard to building standards and design concepts that increases flow and efficiency. Architects and Engineers will require training to ensure standards are met: patient accessibility and accommodation, acoustic and visual privacy, and energy and water conservation.

Lastly, staff will receive training to improve soft skills, necessary to market, design, and professionally present Teter's services and improve internal and external customer services.

## Retrainee - Job Creation

In support of Job Creation, the Panel is offering incentives to companies that commit to hiring new employees. Training for newly-hired employees will be reimbursed at a higher rate, and trainees will be subject to a lower post-retention wage.

Teter is expanding its business capacity by entering new markets. The Company has committed to hiring 5 new employees (Job Number 2). Teter represents that 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 also represents that these trainees will be hired into "net new jobs" as a condition of contract.

## Training Plan

**Business Skills** – Training will be offered to all occupations. Training will enable the Company to expand existing relationships, create new business, improve customer satisfaction and increase proficiency. Topics will include Account Development, Project Management, Strategic Planning and Best Practices.

**Commercial Skills** – Training will be offered to Architects, Electrical Engineers, Mechanical Engineers and Structural Engineers. Training topics will include Site Management, Healthcare OSHPD Training, Architectural Design Concepts and Architectural and Engineering Mentoring Program. These skills will enable proficiency in new technology services and efficient production and cost savings.

**Computer Skills** – Training will be offered to all occupations. These topics include Blue Beam PDF Management software, Revit/BIM Modeling software, Customer Relation Management (CRM) software, and PlanGrid software. Training will enable the Company to meet customer demand, increase real time mobile information capabilities, and streamline communications and recordkeeping.

**Continuous Improvement** – Training will be offered to all occupations and will enable the company to improve leadership skills, promote team based learning and increase product quality. Training topics will include Leadership Development and Team Building.

**Hazardous Materials** - Training will be provided to Architects, Electrical Engineers, Mechanical Engineers, Structural Engineers and Managers to ensure that hazardous materials are handled and disposed of properly. Training topics will include the Chevron System's Safe Handling, Storage, Clean-up, and Disposal of Hazardous Materials.

### **SET/HUA**

Under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. However, in a High Unemployment Area (HUA), trainees will qualify for training at the Standard Minimum Wage, and they may request a 25% reduction as well.

All trainees work in Fresno, Kern, and Tulare Counties. These are HUAs with unemployment exceeding the state average by 25%. The determination of HUA status is based on unemployment data from the Labor Market Information Division of the Employment Development Department. The Company is not requesting a wage modification. However, the ETP standard minimum wage applies to all trainees.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

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

8-60

Trainees may receive any of the following:

**BUSINESS SKILLS**

- ❖ Account Development
- ❖ Project Management
- ❖ Best Practices
- ❖ Strategic Planning

**COMMERCIAL SKILLS**

- ❖ Site Management
- ❖ Healthcare Office of Statewide Health Planning and Development (OSHPD) Training
- ❖ Architectural Design Concepts
- ❖ Architectural and Engineering Mentoring Program
  - Theory/Planning/Design

**COMPUTER SKILLS**

- ❖ Blue Beam PDF Management Software
- ❖ Revit/ Building Information Models (BIM) Software Training
- ❖ Customer Relations Management (CRM) Software Training
- ❖ PlanGrid Software Training

**CONTINUOUS IMPROVEMENT**

- ❖ Leadership Development
- ❖ Team Building

**HAZARDOUS MATERIALS**

- ❖ Safe Handling, Storage, Clean-up and Disposal of Hazardous Materials (Chevron System)

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

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