



Training Proposal for:
Function Engineering, Inc.
Agreement Type: Small Business
Agreement Number: ET09-0421

Panel Meeting of: **January 23, 2009**

ETP Regional Office: **San Francisco Bay Area**

Analyst: A. Nastari

CONTRACTOR:

- Type of Industry: Engineering
- Priority Industry: Yes No
- Contractor's # of Full-Time Employees
 - California: 25
 - Worldwide: 48
 - Number to be trained: 20
- Turnover Rate: 3%
- Repeat Contractor: Yes No

CONTRACT:

- Training Project Profile: Priority/Retrainee
- ETP Funding Amount: \$10,400
- In Kind Contribution: \$14,956
- Average Cost per Trainee: \$520
- Post Retention Wage: \$14.18
- Health Benefits: N/A
- Occupations to be Trained: Accounting and Accounts Receivable Staff; IT Technicians; Managers; Marketing Staff; Mechanical Engineers; Payroll Staff; Receptionists; Supervisors

- Training Menu:

<input checked="" type="checkbox"/> Business skills	<input type="checkbox"/> Literacy skills
<input type="checkbox"/> Commercial skills	<input type="checkbox"/> Management skills
<input checked="" type="checkbox"/> Computer skills	<input type="checkbox"/> Manufacturing skills
<input checked="" type="checkbox"/> Cont. Improvement	<input type="checkbox"/> Other:
- Range of Hours: 8 - 20 Weighted Average: 20
- Multiple Job Numbers: Yes No
- County(ies) Served: San Francisco, San Mateo, and Santa Clara
- Union Representation: Yes No
- Subcontractor: To Be Determined
- Third Party Services: None

INTRODUCTION

Function Engineering, Inc., a small business, is a full service mechanical engineering and design firm specializing in new product development. Since 1987, Function Engineering has been providing engineering services to the consumer, computer, medical, and manufacturing industries involved in both low volume and high volume production. Function Engineering provides services to large fortune 500 companies as well as to small start ups. From simple mechanisms to complex electro-mechanical systems, Function Engineering provides a wide range of mechanical design assistance. The company's engineering and design team's services range from performing basic strength analyses of individual parts to designing entire mechanical assemblies consisting of several hundred parts.

Function Engineering is eligible for standard retraining and priority industry reimbursement as a company engaged within an industry that is facing out-of-state competition as outlined under Title 22, California Code of Regulations, Section 4416(1)(2).

In this tough economic climate, Function Engineering's management team has determined that it is important to ensure that its business and management strategies are lean, flexible, and innovative. As more and more companies down size their internal engineering departments to save money, they turn to companies like Function Engineering to fill in the gap. To remain globally competitive through the down turn, it must be prepared to address continual the changes that occur within the various industries that it serves. These changes include advancements in manufacturing technology, CAD capabilities, engineering analysis, as well as advances in enterprise software. In Function Engineering's business goals, innovation and advances in technology are essential.

Function Engineering is proposing to train its workers: Accounting and Accounts Receivable Staff; IT Technicians; Managers; Marketing Staff; Mechanical Engineers; Payroll Staff; Receptionists; and Supervisors. Workers will be trained in **business skills** which will increase efficiencies and communication between the customer and workers in the development of products; **computer skills** will enhance and upgrade existing design software skills; and **continuous improvement skills** will develop effective leaders and mentors to lead the workers during changing times.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal.