



**Training Proposal for:
Los Angeles Community College District
Agreement Number: ET09-0433**

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

ETP Regional Office: **North Hollywood**

Analyst: M. Paccereilli

PROJECT PROFILE

Contract

Type: Priority/Retrainee
Priority/SB<100
New Hire
SET/MB - New Hire

Industry

Sector(s): Manufacturing
Transportation/Logistics
Aerospace
Services

Counties

Served: Los Angeles, Orange, Riverside,
San Bernardino

Repeat

Contractor: Yes No

Union(s): Yes No

Priority

Industry: Yes No

Turnover Rate %	Manager/ Supervisor %
≤20%	≤20%

FUNDING DETAIL

Program Costs	Support Costs	Total ETP Funding
\$1,132,250	\$77,492	\$1,209,742

In-Kind Contribution
\$692,000

TRAINING PLAN TABLE

Job No.	Job Description (by Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Estimated Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee	Manufacturing Skills; Computer Skills; Continuous Improvement; Commercial Skills; Business Skills	700	24-200	0	\$962	\$13.00
				Weighted Avg: 50			
2	Retrainee	Manufacturing Skills; Computer Skills; Continuous Improvement; Commercial Skills; Business Skills	61	24-200	0	\$802	\$13.00
				Weighted Avg: 50			
3	SB Priority Retrainee <100	Manufacturing Skills; Computer Skills; Continuous Improvement; Commercial Skills; Business Skills	200	24-200	0	\$1,390	\$13.00
				Weighted Avg: 50			
4	SB Retrainee <100	Manufacturing Skills; Computer Skills; Continuous Improvement; Commercial Skills; Business Skills	75	24-200	0	\$1,176	\$13.00
				Weighted Avg: 50			
5	New Hire	Commercial Skills	75	24-200	0	\$1,276	\$10.64
				Weighted Avg: 100			
6	SET-MB New Hire	Commercial Skills	20	24-200	0	\$1,276	\$10.64
				Weighted Avg: 100			

Minimum Wage by County:

Job Numbers 1-4: Health Benefits will vary by employer and may be added to a trainee's wages to meet the ETP minimum hourly rate of \$14.18 for Los Angeles and Orange counties and \$13.00 for San Bernardino and Riverside counties.

Job Numbers 5-6: Health Benefits will vary by employer and may be added to a trainee's wages to meet the ETP minimum hourly rate of \$11.82 for Los Angeles and Orange counties and \$10.64 for San Bernardino and Riverside 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.

Wage Range by Occupation	
Occupation Title	Wage Range
RETRAINED: Accounting Representative Administrative Assistant Assembly Worker Business Development Representative Buyer Design Checker/Analyst Designer Energy Product Representative Engineer Estimator Field Energy Technician Guest Services Associate Human Resources Representative Installer Manager Marketing/Sales Representative Office Coordinator Operations Technician Parts Clerk Planner/Scheduler Pricing Analyst Project Estimator Service Route Specialist Service Technician Shipping & Receiving Clerk Supervisor Supply Specialist Surveyor Telecommunications Product Representative Telecommunications Technician Utilities/Environmental Specialist Warehouse Associate Warehouse Attendant	
NEW HIRE: Cable Installer Fiber Optics Technician/Specialist	

INTRODUCTION

In this proposal, the Los Angeles Community College District (LACCD) seeks funding for retraining and new hire as outlined below:

In 1969, LACCD was formed to oversee nine in the Los Angeles region: Los Angeles Trade Tech College, Los Angeles Southwest College, Los Angeles Harbor College, West Los Angeles College, Los Angeles City College, Los Angeles Valley College, East Los Angeles College, Los Angeles Pierce College, and Los Angeles Mission College.

LACCD provides administrative support to these colleges in the area of academic enrollment, contract education, community services, and workforce/economic development. It is eligible to provide training under California Unemployment Insurance Code section 10205(c)(2) as a training agency certified by the Western Association of Schools and Colleges (WASC). Participating employers qualify as manufacturers, companies that provide transportation logistics, and other companies facing out-of-state competition under Title 22, California Code of Regulations (CCR), Section 4416.

ETP Funding

LACCD initially requested funding in the amount of \$3,506,875. However, staff negotiated and reduced the contract amount based on the number of projected trainees from the core group of employers. LACCD may request an Amendment within the Agreement term to increase funding based on achieving significant performance and the availability of ETP funds.

PROJECT DETAILS

- ***RETRAINING***

Employer Demand

To identify the training needs of its business community, LACCD conducted online surveys, training assessments, and collected data through interviews with key personnel about the training needs of their companies. They also met with numerous companies within the focused industry sectors (manufacturing, logistics, aerospace, and telecommunications) to determine training needs of their incumbent workers. Participating employers have expressed their need for ETP-funded training because they are facing out-of-state competition and are struggling to keep up with technology and their need to build employees' skills in a constantly changing environment. Many are investing in automated systems and software packages to increase productivity, efficiency, and accuracy within their companies.

Marketing and Recruitment Plan

According to the LACCD representative, this proposal will align its marketing efforts with regional, sector-based consortiums such as the Cal-WEST Consortium, California Transportation and Logistics Institute (CTLI), and the Green-WEST Alliance. These groups have been successful in uniting regional education and workforce development entities and are recognized for addressing workforce development issues.

Curriculum Development

The proposed menu curriculum was developed with the assistance of partner employers and labor market information. Each topic is designed to help increase productivity and workforce performance and will positively affect each employee's efficiency.

This proposal is for 24 to 200 class/lab hours of job-specific skills training for incumbent workers of eligible participating employers. **Manufacturing Skills** will allow trainees to learn the fundamentals of machining and other processes, including warehousing, inventory, and distribution. **Commercial Skills** training will enable the company to expand its service capabilities through implementation of industry-driven skills technology. **Business Skills** will provide trainees the skills necessary to improve customer service and enable employees to effectively manage time, product, and resources. **Computer Skills** will increase trainee's skill levels to fully utilize industry-based software applications. **Continuous Improvement** will provide the trainees the knowledge to attain company quality goals and profitability by utilizing skills such as problem solving, team skills, and project management.

Once specific training needs have been determined, LACCD will work with the company to develop an individualized curriculum that best fits the company's needs. According to the LACCD representative, customized, on-site training is the key to addressing the needs of the participating employers. The vast majority of training (over 80%) will be at the employer's worksite. However, center-based training at a community college may occur if the participating employer does not have adequate facilities or for very small employers that need to train only a handful of employees. All center-based training is designed through the use of employer assessments and customer feedback.

Upon completion of training, employers will undergo an evaluation process to fully assess the impact and result of the training. Participating employers will be periodically contacted to reassess their workforce training needs.

- ***NEW HIRE TRAINING***

Employer Demand

The proposed new hire training will focus on the telecommunications industry and will be provided by the Los Angeles Pierce College. LACCD reports that it keeps informed about employer needs in this industry through an Employer Advisory Board comprised of private employers as required by Title 22, CCR, Section 4406. According to the California Labor & Workforce Development Agency, there will be over 48,000 projected employment opportunities for telecommunication installers and technician occupations between now and 2016.

Telecommunication companies have indicated that there is a high demand for well trained, customer service-focused installers and technicians in the industry. These employers helped shape the curriculum in Commercial Skills which will prepare candidates to acquire the skills that these companies need.

Trainee Population

LACCD will utilize standard new-hire funding to train 75 unemployed insurance recipients or individuals who have exhausted their unemployment benefits within the last 24 months. In addition, LACCD will utilize Special Employment Training (SET) funds to train 20

unemployed individuals with at least two barriers that prevent them from fully participating in the labor workforce.

Marketing and Recruitment Plan

New Hire trainees will be recruited through an aggressive marketing process. LACCD has a number of methods for conducting outreach and recruitment for the proposed training programs. These include distributing program fliers and fact sheets to the community colleges. It will also work closely with the regional One-Stop Centers and other community-based agencies through personal contacts, advertisements in local print media, and written communications. Its marketing/outreach efforts are designed to target and link the critical components of the job connection chain, matching trainees with local area employers.

Reimbursement Rate

According to the LACCD's representative, the proposed new hire program costs less than the ETP's fixed fee rate. Therefore, the hourly reimbursement rate was negotiated to \$12.00 per hour plus an additional 8% allowable cost to support recruitment of trainees and job search assistance and placement of trainees.

Retention

Under standard Panel retention requirements, trainees must be employed with one employer at least 35 hours a week for at least 90 days. However, telecommunication installers and technicians are frequently hired for short-term jobs, so retention may be satisfied by employment of at least 500 hours within 180 days, with up to three employers.

Incidental placement with non-profit entities is permissible for Job numbers 5 & 6, not to exceed 20% of the total number of trainees retained in employment.

Commitment to Training

LACCD represents that ETP funds will not displace the existing financial commitment to training of participating employers. Indeed, LACCD anticipates that the opportunity for enhanced training made possible by ETP funds will encourage an ongoing financial commitment in this area. It represents that safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

Due to the weakened economy, many employers face challenges in meeting their workforce development strategies. Many simply cannot afford external training support. As a result, most training offered at the participating companies tends to be informal, on-the-job, and new employee orientations. Participating employers have expressed their interest and need for the ETP program, but do not want to hold their own contracts due to a lack of administrative capacity. Each participating employer views ETP as a true economic development resource which can help their operation become competitive.

Without support from ETP, many of these companies would possibly consider layoffs and relocating to other states with more affordable facility rates.

Substantial Contribution

LACCD will serve some employers which may have received training in prior ETP contracts. If a large, participating employer (over 100 full-time employees) 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 the company's substantial contribution to the cost of training. Further, funding for any employer that has previously been assessed a 15% substantial contribution will be reduced by 30% to reflect an additional substantial contribution. Small businesses with 100 or fewer full-time employees are not subject to this provision.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal. The proposed training will foster job retention and allow companies across various industries to expand their services and remain competitive. In making this recommendation, staff notes that approximately 85% of the projected number of trainees will be from the Panel's priority industries. This training will also address the stated need for cable installers and fiber optics technicians/specialists in the telecommunication industry and give participants an opportunity to gain skills that will lead to placement with companies that provide secure, high wage employment.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**JOB NUMBERS 1-4
(Retrainee)****Class/Lab Hours****24-200**

Trainees will receive any of the following:

MANUFACTURING SKILLS

Machine Maintenance and Repair
Manufacturing Processes
Warehousing Operations and Controls
Inventory and Materials Management
Distribution Processes
Pipeline Technology and Methods
Supply Chain Management

BUSINESS SKILLS

Customer Service
Time, Product, and Resource Management
Billing Rating Procedures
Customs Processes
Efficiency/Sustainability Methods and Principles

COMMERCIAL SKILLS

Materials Technology
Procurement Software and Strategies
Cost Estimating/Risk Analysis
Construction Drawings and Specifications
Calculations and Conversions
Contracting Strategies and Reporting
Scope of Work and Progress Measurement
Vendor and Distributor Management
Product Analysis/Feasibility
Calculation Principles
Quality Control
Telecommunications

COMPUTER SKILLS

Management Information Systems
Digital Image-Rendering
Enterprise Resource Planning (ERP)
Material Requirements Planning (MRP)
Manufacturing Execution Systems (MES)
TSi Logistics Software
Boxcar Central Dist. Software.
Computer-Aided Drafting and Computer-Aided Manufacturing (CAD/CAM)
SolidWorks
Catia

Exhibit B: Menu Curriculum

CONTINUOUS IMPROVEMENT

Statistical Process Control
Systems Model
Team Building
Problem Solving
Work Improvement Techniques
End-Term Focuses
Production/Operations Workflow
Project Management
Frontline Leadership

**JOB NUMBERS 5 & 6
(New Hire)**

Class/Lab Hours

24-200

Trainees will receive any of the following:

COMMERCIAL SKILLS

Cable Installation and Telecommunications
Fiber Optics and Broadband Networks
Overview of Telecommunication Regulatory Agencies and Standards
Cable Data Networks and Local/Wide Area Networks Design
Network Accessing and Connectivity
Introduction to Coax, Cable, and Fiber
Return Path, System Design and Activation
Telephone Networks
Overview of the North American Numbering Plan
Basic Electricity
Concepts of Analog and Digital Communications
Media Types and Applications
Baseband versus Broadband
Satellites and Dish Signal Processing/Distribution
Overview of Fiber Coax Systems
Signal Amplification and Frequency Methods
Cable Connections/Converters
System Activation/Meters and Volt-OHM Measurements
Band Selection Switch, Dialing, Fine-tuning
Optical Fiber Cabling Components
Installation Techniques and Troubleshooting Protocols
Cable Repair Techniques
Fusion Splicing Procedures
Customer Service and Standard Communications

**Participating Employers in Retrainee
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)**

Contractor's Name: Los Angeles Community College District

CCG No.: ET09-0433

Reference No: 09-0229

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PRINT OR TYPE

Company: Arrowhead Products Corporation

Address: 4411 Katella Ave.

City, State, Zip: Los Alamitos, CA 90720

Contact Person/Title: Richard Hoff, Controller

Telephone No.: 714-822-2513

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 565

Total # of full-time company employees in California: 560

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

Company: DHL / Radix

Address: 4000 Redondo Beach Blvd

City, State, Zip: Redondo Beach, CA 90278

Contact Person/Title: Rhonda Wallace, HR Business Partner

Telephone No.: 310-297-4252

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 300,000

Total # of full-time company employees in California: 650

Estimated # of employees to be retrained or hired under this Agreement: 300

Company: Huxtable's Kitchen Inc.

Address: 2100 E. 49th Street

City, State, Zip: Vernon, CA 90058

Contact Person/Title: K. Huxtable, President

Telephone No.: 323-923-2910

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 350

Total # of full-time company employees in California: 300

Estimated # of employees to be retrained or hired under this Agreement: 100

**Participating Employers in Retrainee
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)**

Contractor's Name: Los Angeles Community College District

CCG No.: ET09-0433

Reference No: 09-0229

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PRINT OR TYPE

Company: I O Interconnect Ltd.

Address: 1202 E. Wakeham Avenue

City, State, Zip: Santa Ana, CA 92705

Contact Person/Title: Irene Chung, Human Resources Manager

Telephone No.: (714) 564-1111

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 1,400

Total # of full-time company employees in California: 57

Estimated # of employees to be retrained or hired under this Agreement: 30

Company: Moldex Metric

Address: 10111 W. Jefferson Blvd.

City, State, Zip: Culver City, CA 90232

Contact Person/Title: Meiling Hsu, Vice President, Finance

Telephone No.: 800-421-0668, ext. 800

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 315

Total # of full-time company employees in California: 300

Estimated # of employees to be retrained or hired under this Agreement: 20

Company: Vie De France Yamazaki

Address: 3046 50th Street

City, State, Zip: Vernon, CA 90058

Contact Person/Title: Adela Gonzalez, HR Manager

Telephone No.: 323-582-1241

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 150

Total # of full-time company employees in California: 150

Estimated # of employees to be retrained or hired under this Agreement: 10

**Participating Employers in Retrainee
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)**

Contractor's Name: Los Angeles Community College District

CCG No.: ET09-0433

Reference No: 09-0229

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PRINT OR TYPE

Company: YRC Logistics

Address: 1025 W. 190th Street, Suite 400

City, State, Zip: Gardena, CA 90248

Contact Person/Title: Nathan Winslow

Telephone No.: 913-575-7684

Collective Bargaining Agreement(s): N/A

Total # of full-time company employees worldwide: 2,403

Total # of full-time company employees in California: 283

Estimated # of employees to be retrained or hired under this Agreement: 20