



# Memorandum

## Employment Training Panel

To: ETP Policy Committee  
Gretchen Newsom, Chairperson  
Rebecca Bettencourt, Member  
Rick Smiles, Member

Date: April 11, 2023

CC: Executive Staff  
Reg Javier, Executive Director  
Peter Cooper, Assistant Director  
Erich Shiners, Assistant Director  
Jaime Gutierrez, Chief Deputy Director

From: Mario Maslac, Chief of Program Operations

Subject: ETP Policy Committee Meeting Agenda Item 5.a.  
Occupation Titles at Enrollment for All Trainees

I. Brief Issue Statement:

While applicants for ETP funds provide a list of occupations they intend to train, individual trainees are not associated to occupations at enrollment of trainees. This prevents ETP from tracking any career progression that may be occurring as a result of ETP funded training, as well as precluding the ability to conduct any level of analysis of trainee delivery to approved occupations.

II. Background Information:

Currently, applicants for ETP funding provide a listing of occupations they intend to train as part of their training project. Once a training proposal is developed, these occupations are kept at a job number level and individual trainees as they are enrolled are not associated to those approved occupations.

The disconnect between the occupations held at the job number level and individual trainees makes it impossible to track any kind of career progression that may be occurring as a result of ETP funded training. Furthermore, this disconnect precludes ETP staff from being able to perform any level of analysis around occupations and any other trainee level data provided. For example, ETP is unable to produce reports on how many trainees from each occupation have been trained on a project since job numbers can include multiple occupations. ETP is unable to cross-reference individual trainee wages with job level occupation data.

The panel has already approved the collection of Occupations per trainee at enrollment and final payment as part of the HWAf guidelines and this action would expand this practice to the whole program.

III. Recommendation

Staff recommends that Policy Committee approve and move forward for full panel consideration the addition of occupation titles at enrollment and at final invoice for all trainees.