

# REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX  
 SERVICE CONTRACT  
 CONSTRUCTION CONTRACT

OMB No.: **9000-0089**  
 Expires: **02/28/96**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0089), Washington, DC 20503.

**NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPPLICATE, TO THE CONTRACTING OFFICER**

<b>1. TO:</b> ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210	<b>2. FROM: (REPORTING OFFICE)</b>
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<b>3. CONTRACTOR</b> Webb County	<b>4. DATE OF REQUEST</b>
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<b>5. CONTRACT NUMBER</b> 70CDCR18DIG000010	<b>6. DATE BID OPENED (SEALED BIDDING) N/A</b>	<b>7. DATE OF AWARD</b> 07/02/2018	<b>8. DATE CONTRACT WORK STARTED</b> 07/02/2018	<b>9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)</b>
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**10. SUBCONTRACTOR (IF ANY)**  
 CoreCivic

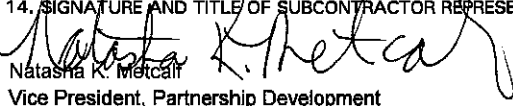
**11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)**  
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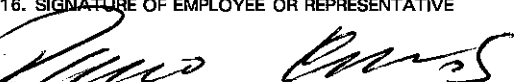

**12. LOCATION (CITY, COUNTY AND STATE)**  
 Laredo Processing Center, Laredo, Webb County, Texas

**13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION**

NUMBER: 2015-5239, Revision 6 DATED: 01/10/2018

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p style="text-align: center;"><i>(Use reverse or attach additional sheets, if necessary)</i></p> <p><b>Proposed Classification Title: SENIOR DETENTION OFFICER</b>  <b>FGE = GS-7</b></p> <p>Description: The Senior Detention Officer assists in the supervision of the administrative and operational security activities in a detention facility. Directly supervises Detention Officers assigned to the shift. Provides for the protection of each inmate/resident and the preservation of each inmate's/resident's legal rights. Supervises the count of inmates/residents and directs adherence to all key control procedures. Must be able to work any post assignment on any shift. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$14.94 per hour. The proposed wage rate is \$15.69 per hour, which is approximately 5% higher than the Detention Officer rate. Methodology is attached.</p>	<p><b>\$15.69</b></p>	<p><b>\$4.13</b></p>

<b>14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)</b>  Natasha K. Metcalf Vice President, Partnership Development	<b>15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE</b>
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<b>16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE</b> 	TITLE 	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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**TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))**

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 U.S. DEPARTMENT OF LABOR  
 WASHINGTON, D.C. 20210

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6. DATE BID OPENED (SEALED BIDDING): N/A

7. DATE OF AWARD: 07/02/2018

8. DATE CONTRACT WORK STARTED: 07/02/2018

9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY): CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)  
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12. LOCATION (CITY, COUNTY AND STATE)  
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<p>(Use reverse or attach additional sheets, if necessary)</p> <p><b>Proposed Classification Title: MENTAL HEALTH COORDINATOR, P/T FGE = GS-8</b></p> <p>Description: The Mental Health Coordinator, P/T plans professional mental health service programs of a non-medical nature in the facility. Coordinates and directs activities of personnel engaged in providing mental health services to inmates/residents. This is a part-time position that regularly works less than 30 hours per week. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Substance Abuse Treatment Counselor position, a GS-7, in the Health Occupations category that has a required rate of \$30.23 per hour. The proposed wage rate is \$33.56 per hour, which is approximately 11% higher than the Substance Abuse Treatment Counselor rate, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	<b>\$33.56</b>	<b>\$4.13</b>

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY):  
 Signature: [Handwritten Signature]  
 Title: Natasha K. Metcal, Vice President/Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE: [Handwritten Signature]

TITLE: Mental Health Coord

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13:  
 AGREE  DISAGREE

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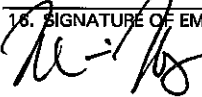
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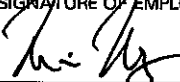
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**Laredo Processing Center – 70CDJR18DIG000010**  
**Mental Health Coordinator, P/T Conformance Methodology**

The method for determining the wage rate for the proposed classification employed at the Laredo Processing Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and SCA Conformance Guide.

The work performed as described in our job description (attached) is not covered by the classifications listed in the wage determination or as described in the SCA Directory of Occupations 5<sup>th</sup> Edition. Pursuant to the guidance of the *Resource Book*, and considering the skills required and duties of the proposed classification, we have determined that this position is one grade higher than the Substance Abuse Treatment Counselor position, a GS-7, in the Health Occupations category that has a required rate of \$30.23 per hour, in the applicable wage determination.

This position conducts mental health screenings and assessments to evaluate the mental health issues and needs of inmates/residents. Provides treatment to inmates/residents by developing, implementing, and modifying individual treatment plans. Administers mental status exams or uses other psychological tests and instruments as necessary to evaluate inmates' treatment, adjustment, and placement needs. This position confers with clinical staff, makes appropriate recommendations regarding behavior and mental health issues affecting inmates/residents and reviews the status of inmates/residents to verify that all treatment and therapeutic programs are completed.

The proposed wage rate is \$33.56 per hour, which was calculated by multiplying the Substance Abuse Treatment Counselor rate by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Mental Health Coordinator, P/T position at the Laredo Processing Center.

Job Title	<b>MENTAL HEALTH COORDINATOR, P/T</b>	Job Code	<b>2079</b>
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Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
Various	002	P	Non-Exempt	<30	N/A	X

**SUMMARY:**

The Mental Health Coordinator, P/T plans professional mental health service programs of a non-medical nature in the facility. Coordinates and directs activities of personnel engaged in providing mental health services to inmates/residents. This is a part-time position that regularly works less than 30 hours per week.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements. Any additional qualifications and/or essential job functions applicable for specific facility locations or post assignments will be contained in Appendix A.

- **Daily Mental Health Activities:**

1. Conducts mental health screenings and assessments based on review of available records, and clinical interviews with inmates.
2. As part of a mental health team, confers with other clinical staff, e.g., psychiatrists, psychologists, mental health service providers, physicians, nurses, social workers, in order to gather and provide information concerning patient psychological problems, to ensure treatment activities are well integrated, and patient care follow-through occurs.
3. Provides treatment to inmates by developing, implementing, and modifying individual treatment plans based on evaluation of needs and level of functioning.
4. Documents treatment and evaluation activities in the health care record for each person seen.
5. Consults with and makes appropriate recommendations to multidisciplinary staff (e.g., security staff, unit staff, facility management) regarding behavior and mental health issues affecting inmates.
6. Maintains strict confidentiality of sensitive materials and information at all times.

- **Regular / Weekly Mental Health Activities:**

1. Makes regular rounds in segregation or other confined housing areas to assess inmate adjustment and mental health treatment needs.

Job Title <p style="text-align: center;"><b>MENTAL HEALTH COORDINATOR, P/T</b></p>	Job Code <p style="text-align: center;"><b>2079</b></p>
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2. Demonstrates a thorough knowledge of psychological counseling theory and techniques by way of treatments and activities used for individuals in caseload.

- **Other Mental Health Activities**

1. Provides appropriate mental health assessments, counseling, and confrontation avoidance interventions to address the needs of inmates in crisis.
  2. Consults with psychiatry, mental health, nursing, medical, educational, chaplain, security staff, and others, as applicable to gather information and understanding into the reasons for the escalation of problems behaviors and changes in mental health condition of inmates.
  3. Evaluates and advocates for inmates involved in disciplinary or due process events in a way that is consistent with policy, contract requirements, and applicable accreditation standards.
  4. Administers mental status exams or uses other psychological tests and instruments as necessary to evaluate inmates' treatment, adjustment, and placement needs.
  5. Serves as a member of the institution Segregation Review panel and Special Needs Treatment Plan committee during regularly scheduled meetings.
  6. Engages in community reentry services through discharge planning and communicating with others about service needs for releasing inmates who are seriously mentally ill.
- Maintain and monitor confidentiality of inmates/resident and their files; audit files to determine that all services provided are documented; review status of inmates/residents to verify that all treatment and therapeutic programs are completed.
  - Assist in supervision of inmates/residents, both within the facility and while in community activities; promote positive community relations and utilize available community services, as needed.
  - Coordinate professional services provided by contract personnel, if applicable, and provide for their needs to be addressed.
  - Utilize established corporate, facility and correctional policies and procedures in making decisions, but perform with a high degree of independence and professional administrative skill and use sound independent judgment in meeting the responsibilities and performing the duties of the position.
  - Screen requests for non-medical records and approve/disapprove responses as appropriate following policy and procedures.



Job Title	Job Code
<b>MENTAL HEALTH COORDINATOR, P/T</b>	<b>2079</b>

- Interpret and enforce all corporate policies and procedures, and the requirements of applicable laws, standards or contracts.
- Schedule, train, supervise and evaluate the performance of assigned staff.
- Accept on call status for night, weekend and holiday coverage.
- Make recommendations concerning personnel matters such as employment, retention, promotion, and merit increases; counsel, and/or employees, after consultation with the Warden/Facility Administrator or designee.
- Communicate the responsibilities, authorities and accountability of all direct subordinates so that they are defined and understood.
- Cooperate and coordinate with the facility training manager for the delivery of required staff training programs; ensure that each subordinate employee supervised receives required training.
- Complete an annual written evaluation on all staff who are under direct supervision.
- Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced by staff. Properly process all reports and documents in a timely manner.
- Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary.
- Read, analyze, comprehend and interpret technical procedures or governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- Conduct meetings of subordinate staff, attend scheduled staff meetings, promote communications and the proper flow of relevant information between administration, staff and inmates/residents.
- Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes interviewing applicants, giving information, instructions and directions, mediating disputes, advising of rights and processes and providing reliable testimony, in court and other formal settings.

<p>Job Title</p> <p style="text-align: center;"><b>MENTAL HEALTH COORDINATOR, P/T</b></p>	<p>Job Code</p> <p style="text-align: center;"><b>2079</b></p>
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- Motivate and encourage staff to perform their duties consistent with policy and procedures.
- Maintain equipment and supplies as required; order replacement items in a timely manner; process requisitions for appropriate purchases via the purchase order system.
- Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas.
- Initiate and complete investigations and inquiries with accuracy by gathering information and evidence, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action.
- Reliably and repetitively identify inmates/residents by visual means.
- Engage in functions in confined areas that include such things as physically checking the doors, windows and other areas to ensure they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others, e.g. visitors and family members, encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- Apply crisis intervention techniques to include suicide prevention, recognizing abnormal behavior and taking appropriate action to prevent or diffuse potentially disruptive situations.
- Experience exposure to body fluids, wastes and experience encounter with deceased or contagious persons.
- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Define problems, collect data, establish facts and draw valid conclusions.

Job Title	Job Code
<b>MENTAL HEALTH COORDINATOR, P/T</b>	<b>2079</b>

- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; work with mathematical concepts such as probability and statistical reference; and apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Participate in in-service and other training programs as required.
- May be assigned the duties of any position in an emergency situation.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

### **QUALIFICATIONS:**

Graduate from an accredited college or university with a master's degree in social work, psychology, mental health counseling or a degree in a related clinical area. Five years clinical experience which includes two years in a comparable job position required. Must possess appropriate certification or licensing in the state where practice occurs. A valid driver's license is preferred, unless required by contract or applicable statute.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Mental Health Coordinator, P/T	2079	03	<30	N/A	X

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<3			
Standing		<3			
Walking		>2			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		X		
Carrying up to	25		X		
Pushing up to	50		X		
Pulling up to	50		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending			X		
Kneeling	X				
Reaching			X		
Twisting			X		
Crawling	X				
Ladder Climbing	X				
Stair Climbing		X			
Other Climbing - Describe:	X				
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground		X			
Exposure to changes of temperature or humidity		X			
Exposure to dust, fumes or gases		X			
Being near moving machinery		X			
Working from heights	X				
Exposure to Infectious Diseases		X			
Driving	X				
Mental Alertness				X	

### OTHER CHARACTERISTICS:

#### Use of the Following Equipment:

Computer, telephone, copier, facsimile machine, typewriter and calculator.

#### **Additional Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.