

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
 SERVICE CONTRACT
 CONSTRUCTION CONTRACT

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

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

1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR Webb County			4. DATE OF REQUEST	
5. CONTRACT NUMBER 70CDCR18DIG000010	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) Detention services for Federal inmates to include custody, control, accountability, medical, and subsistence services.				

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><i>(Use reverse or attach additional sheets, if necessary)</i></p> <p>Proposed Classification Title: ASSISTANT SHIFT SUPERVISOR FGS = GS-8</p> <p>Description: The Assistant Shift Supervisor assists in the supervision of the administrative and operational security activities in a correctional/detention facility. Directly supervises officers assigned to the shift and may serve as acting Shift Supervisor in the absence of the Shift Supervisor. Directs officers in performing their duties related to the supervision of inmates/residents and the protection and preservation of their legal rights. Conducts regular inspections of all security-related and control-related functions. A complete job description is attached.</p> <p>Rationale: This position is two grades 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 of \$18.41 per hour was calculated by multiplying the Detention Officer rate by the percentage increase to the higher grade, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	\$18.41	\$4.13

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE A/S/S LT.	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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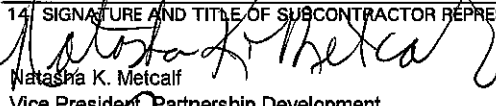
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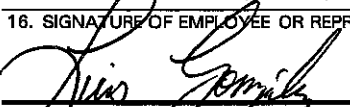
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 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE


TITLE
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Chris Gonzales

TITLE
ALS/S LT.

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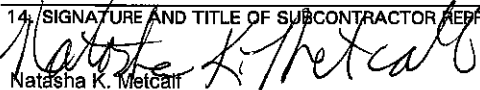
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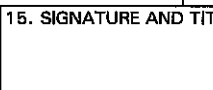
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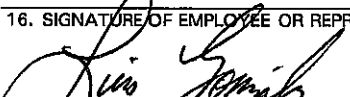
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 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE:

 AHSB et al.

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE:


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TITLE AND COMMERCIAL TELEPHONE NO.: _____

DATE SUBMITTED: _____

Job Title	Job Code
ASSISTANT SHIFT SUPERVISOR	9104

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
07	009	SW	Non-Exempt	X	N/A

SUMMARY:

The Assistant Shift Supervisor assists in the supervision of the administrative and operational security activities in a correctional/detention facility. Directly supervises officers assigned to the shift and may serve as acting Shift Supervisor in the absence of the Shift Supervisor. Directs officers in performing their duties related to the supervision of inmates/residents and the protection and preservation of their legal rights. The Assistant Shift Supervisor conducts regular inspections of all security-related and control-related functions. Must be able to work any post assignment on any shift.

ESSENTIAL FUNCTIONS:

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

1. Directly supervises assigned security staff on the shift in the performance of their duties and evaluates the performance of subordinate staff as prescribed by facility and company policy. This includes training new employees, listening to concerns and effectively resolving disputes or issues, taking corrective or disciplinary action, monitoring post assignments and use of overtime, approving leave requests, and preparing inmates/resident work assignments.
2. Understands and complies with specific post orders written for the assigned post. Ensures that subordinate staff receive, read, understand and sign their post orders as required by policy. Demonstrates and provides guidance to staff on adherence to approved safety and security practices. Works with Learning and Development and Master Scheduling teams to facilitate the necessary staff training and monitors completion of required certification(s) and/or licensure(s) for the performance of staff duties.
3. Interprets, enforces and complies with applicable rules, regulations, policies, procedures, standards and/or contract requirements. Directs staff to perform duties consistent with policy and procedure.

Job Title	Job Code
ASSISTANT SHIFT SUPERVISOR	9104

4. Attends scheduled staff meetings to enhance effective communications between facility management, staff and inmates/residents. Assists in streamlining communications and maintaining consistency of operation between shifts.
5. Prepares or directs the preparation of shift logs, disciplinary reports, daily counts and other administrative reports and records as required by policy, to include an account of all significant events or scheduled appointments during shift. Reviews reports and records produced on the shift for completeness and accurate documentation.
6. Conducts routine inspections of all housing units and common areas to verify that subordinate officers are performing their duties in compliance with proper standards, facility operating procedures and company guidelines for maintaining the safety and security of staff and inmates/residents. Directs subordinate security staff to correct problems detected.
7. Inspects posts to observe preparedness of staff and to confirm that security is properly maintained at all times.
8. Manages conflicts and mediates disputes through the use of appropriate management techniques and devises workable solutions. Responds to investigations and inquiries with accuracy by gathering information and evidence, and establishing facts and valid conclusions to assist with efficiently initiating and completing investigations. Properly processes all reports and documents in a timely manner. Exercises independent judgment in determining when probable cause exists to recommend or take disciplinary action.
9. Assists in monitoring and managing inventory and tool and key control. Manages the availability of supplies, equipment and/or restraint devices for staff use in the performance of their duties. Requisitions additional supplies as needed.
10. Assists in managing the safety and security of operations during emergencies or disturbances, utilizing appropriate restraints when necessary or administering basic emergency medical aid. Assists in preventing escapes, pursues fleeing inmates/residents, participates in searches for escaped inmates/residents and other duties which may involve quickly entering and exiting secured areas.
11. May occasionally provide coverage for a post assignment as required by business necessity in the event of a shortage of staff or in an emergency situation.

Job Title	Job Code
ASSISTANT SHIFT SUPERVISOR	9104

12. Manages verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents. Takes appropriate action to prevent or defuse potentially disruptive situations.
13. Domestic U. S. travel may be required.

QUALIFICATIONS:

High School diploma, GED certification or equivalent is required. Three years of experience in a criminal justice field is required. One year of corrections experience, including the care and custody of inmates/offenders is required. One year of experience in a supervisory capacity is preferred. Additional education in criminal justice or a related field may be substituted for the required experience on a year-for-year basis up to two years. No substitution for the required corrections experience. Experience in Microsoft Office or other similar software applications is preferred. A valid driver's license is required.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Assistant Shift Supervisor	9104	07	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<1			
Standing		<1			
Walking		>6			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	150		X		
Carrying up to	25		X		
Pushing up to	150		X		
Pulling up to	150		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 and/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:

Vehicles, tools, computers, hand radio, gas mask, self-contained breathing apparatus, metal detectors, firearms, electronic restraints, hand and leg cuffs, belly chains, and other restraint devices.

Travel: Occasional local ground travel, and long distance ground travel.

Additional Physical Demands:

While performing the duties of the 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.

Must occasionally lift and/or move up to 150 lbs.

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



Laredo Processing Center – 70CDR18DIG000010
Assistant Shift Supervisor 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 5th Edition. Pursuant to the guidance of the *Resource Book*, and considering the skills required and duties of the proposed classification, we determined that this position is two grades 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, in the applicable wage determination.

The Assistant Shift Supervisor assists in the supervision of the security activities in a correctional/detention facility. The position provides direction and oversight to Detention Officers and Senior Detention Officers on a shift in the performance of their duties, evaluates the performance of subordinate staff, provides training and takes corrective action. The Senior Detention Officer position, which manages more complex posts than the Detention Officer position, is considered at an FGE GS-7 level. Based on the skill level, responsibility and scope of work, this position is considered one FGE level higher than the Senior Detention Officer position, and is more appropriately classified as an Assistant Shift Supervisor. Accordingly, we propose a wage rate of \$18.41 per hour, which was calculated by multiplying the Detention Officer rate by 1.11 to the higher grade, one step at a time, in accordance with the SCA Conformance Guide, Appendix C.

This methodology is consistent with conformance approval for the Assistant Shift Supervisor position at the Nevada Southern Detention Center (ODT-8-C-0001), which was based on the same criteria.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Assistant Shift Supervisor position at the Laredo Processing Center.

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<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: SENIOR DETENTION OFFICER FGE = GS-7</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>	\$15.69	\$4.13

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY):

 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE: 

TITLE: Sr O/O

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
 AGREE DISAGREE

TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))

- THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.
- THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

(Send copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITTED

**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 QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration
 WAGE AND HOUR DIVISION
 U.S. DEPARTMENT OF LABOR
 WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR: Webb County

4. DATE OF REQUEST

5. CONTRACT NUMBER: 70CDCR18DIG000010

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)
 Detention services for Federal inmates to include custody, control, accountability, medical, and subsistence services.

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

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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY):

 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE: 

TITLE: Sr D/O

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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

 Natasha K. Metcalf
 Vice President, Partnership Development

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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE


TITLE
 SRO/O

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12. LOCATION (CITY, COUNTY AND STATE)
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 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

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TITLE 

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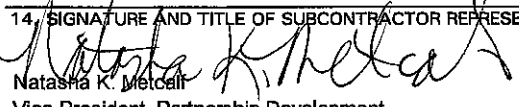
10. SUBCONTRACTOR (IF ANY)
 CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
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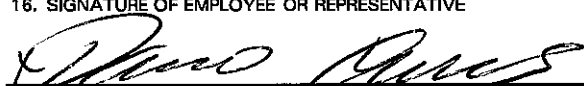
12. LOCATION (CITY, COUNTY AND STATE)
 Laredo Processing Center, Laredo, Webb County, Texas

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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

 TITLE: S/D/10

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
 AGREE DISAGREE

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**REQUEST FOR AUTHORIZATION OF
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OMB No.: 9000-0089
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 WAGE AND HOUR DIVISION
 U.S. DEPARTMENT OF LABOR
 WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR
 Webb County

4. DATE OF REQUEST

5. CONTRACT NUMBER
 70CDCR18DIG000010

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

7. DATE OF AWARD
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9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)
 CoreCivic

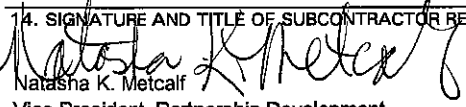
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
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 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

 TITLE: SDP

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3. CONTRACTOR Webb County	4. DATE OF REQUEST
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5. CONTRACT NUMBER 70CDCR18DIG000010	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)
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 CoreCivic

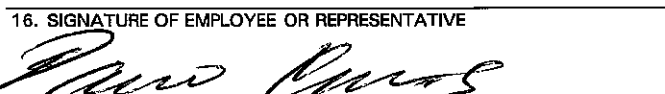
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\$15.69	\$4.13				

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)  Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE SP10	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))

- THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.
- THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

(Send copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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