

**REQUEST FOR AUTHORIZATION OF
ADDITIONAL CLASSIFICATION AND RATE**

CHECK APPROPRIATE BOX
 SERVICE CONTRACT
 CONSTRUCTION CONTRACT

OMB Control Number: 9000-0066
Expiration Date: 4/30/2022

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0066. We estimate that it will take .5 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

INSTRUCTIONS: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16, KEEP A PENDING COPY, AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER.

1. TO: ADMINISTRATOR, WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, DC 20210	2. FROM: (REPORTING OFFICE)
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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)	7. DATE OF AWARD 07/02/2018	8. DATE CONTRACT WORK STARTED 07/02/2018	9. DATE OPTION EXERCISED (IF APPLICABLE) (SERVICE CONTRACT ONLY)
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10. SUBCONTRACTOR (IF ANY)
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
Detention services for Federal inmates or detainees 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 14* DATED: 12/21/2020

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (Service contracts only) <i>(Use reverse or attach additional sheets, if necessary)</i>	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p>Proposed Classification: ASSISTANT SHIFT SUPERVISOR FGE: 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 was conformed in 2020 and we are requesting a new conformance due to the incorporation of WD 2015-5239, Revision 14 (12/21/20), effective 7/1/2021 for contract 70CDCR18DIG00010. In Revision 14 the entry level Detention Officer rate increased to \$18.07 per hour, resulting in a 10% increase from the previous incorporated WD - 2015-5239, Revision 12 (12/23/19). 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 \$18.07 per hour. To avoid inequity we are requesting a re-conformance using the same guidelines which were approved in the 2020 request (Detention Officer+11%+11%). The proposed wage rate of \$22.26 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. Previous approval attached.</p>	\$22.26	\$4.22

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natesha K. Motley Vice President, Partnership Contracts Counsel	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE Edith Lopez Edith Lopez	TITLE Assistant Shift Supervisor	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 (SERVICE CONTRACT LABOR STANDARDS) OR FAR 22.4063 (CONSTRUCTION WAGE RATE REQUIREMENTS))

- 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 3 copies to the Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NUMBER	DATE SUBMITTED
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March 23, 2020

Mr. Brandon J. Harrell
Contracting Officer
U.S. Immigration and Customs Enforcement
801 I Street, NW, Room 9141, Mailstop 5750
Washington, DC 20536-5750

Dear Mr. Harrell:

This is in response to your March 18, 2020, conformance request for a classifications and wage rates not listed on Wage Determination (WD) 2015-5239 (Rev. 6), dated January 10, 2018. This revision is applicable to contract number 70CDCR18DIG000010 for detention services for Federal inmates located in Laredo, Webb County, Texas.

The following classifications and hourly wages rates are approved:

<u>Classifications</u>	<u>Rates</u>
Mental Health Coordinator, P/T	\$33.56
Manager, Learning and Development	\$22.60
Assistant Shift Supervisor	\$18.41
Recreation Supervisor	\$16.43
Senior Detention Officer	\$15.69

The conformed classifications and wage rates are in addition to the fringe benefits rate listed on the WD, and is retroactive to the commencement date of the contract.

If you have any questions, please contact this office at 202-693-0073.

Sincerely,

Miriam Marte

Miriam Marte
Branch Chief
Branch of Service Contract
Wage Determinations

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.