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STANDARD FORM 1444 (REV. 4/2013) Prescribed by GSA-FAR (48 CFR) 53.222(f)

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STANDARD FORM 1444 (REV. 4/2013)

## U.S. Department of Labor

Wage and Hour Division Washington, D.C. 20210



JUL - 3 2019

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

Dear Mr. Harrell:

This is in response to your June 20, 2019 request for conformance of classifications and wage rates not listed in Wage Determination (WD) 2015-5240 (Rev. 5), dated July 25, 2017. This WD is applicable to contract number 70CDR18DIG000004 for detention services for Federal inmates to include custody, control, accountability, medical, and substance services. The services will be performed at Webb County Detention Center, Laredo, Webb County, Texas.

The following classifications and hourly wage rates are approved:

Classification	Wage Rate
Warehouse Coordinator	\$11.15
Senior Detention Officer	\$15.69
Manager, Learning and Development	\$22.60
Recreation Supervisor	\$16.43
Assistance Shift Supervisor	\$18.41

The conformed classifications and wage rate are in addition to the fringe benefits rate of \$4.41 listed on the applicable WD. This rate is retroactive to the date such unlisted employees commenced work on the contract. Should you have any questions, please contact this office at (202) 693-0073.

Sincerely,

Miriam Marte

Section 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.

Created March 2016 Page 1

- 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.

Created March 2016 Page 2

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.

Created March 2016 Page 3

# SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

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

GROUP I (Number of h	Intermittent	Constant			
Sitting	<1				
Standing	<1				
Walking				>6	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	150		Х		
Carrying up to	25		Х		
Pushing up to	150		Х		
Pulling up to	150		Х		
GROUP III		N/A	Occasionally	Frequently	Continuously
Squatting			Х		
Bending			Х		
Kneeling			Х		
Reaching			Х		
Twisting				Х	
Crawling			Х		
Ladder Climbing			Х		
Stair Climbing				Х	
Other Climbing - Describe	:	Χ			
GROUP IV		N/A	Occasionally	Frequently	Continuously
Walking on rough ground				Х	
Exposure to changes of te and/or humidity	mperature			X	
Exposure to dust, fumes o			Х		
Being near moving machin		Х			
Working from heights		Х			
Exposure to Infectious Dis		Х			
Driving			Х		
Mental Alertness					Х

### 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.