

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE	CHECK APPROPRIATE BOX <input checked="" type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> CONSTRUCTION CONTRACT	OMB Control Number: 9000-0066 Expiration Date: 5/31/2025
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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 QUADRUPPLICATE, 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 70CDCR24DIG000001	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 03/01/2024	8. DATE CONTRACT WORK STARTED 03/01/2024	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)
 Webb County Detention 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 24* DATED: 12/26/2023

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (Service contracts only) <small>(Use reverse or attach additional sheets, if necessary)</small>	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
PROPOSED CLASSIFICATION: CHAPLAIN FGE: GS-8 Description: The Chaplain coordinates all religious services, programs and related activities at the facility. Provides pastoral care, including pastoral counseling. A complete job description is attached. Rationale: This position is not listed in the wage determination and the work performed is not covered by the classifications described in the SCA Directory of Occupations. We determined that this position falls under the Miscellaneous category and is comparable to a FGE GS-8 level in the SCA Directory of Occupations. We identified three occupations in the Miscellaneous Occupations category at a FGE GS-9. The proposed wage rate of \$25.51 per hour was calculated by averaging the computed figures and multiplying the percentage to the lower grade, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.	25.51	4.57

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Vice President, Partnership Contracts Counsel	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Chaplain	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 22.408-3 (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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*New Contract & Wage Determination incorporated via Mod. P00001 effective 03/01/2024.



Webb County Detention Center – Contract No. 70CDRCR24DIG000001
Chaplain Conformance Methodology

The method for determining the wage rate for the proposed classification employed at the Webb County Detention Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and the 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, the level of responsibility, and scope of work, we determined that this position falls under the Miscellaneous Occupations category, and is comparable to an FGE GS-8 level position in the SCA Directory of Occupations 5th Edition.

The Chaplain coordinates all religious services, programs, and related activities at the facility. Provides pastoral care, including pastoral counseling. Plans, facilitates or conducts various religious services and programs. Arranges emergency phone calls or visits for inmates/residents to address issues involving serious illness, death, or other emergency. The incumbent also establishes and maintains working relationships with community ministerial associations and organizations, churches, mosques, and synagogues, civil organizations, volunteer organizations, and individuals whose participation and support may enhance and improve chaplaincy and religious services programs and activities. The position manages and tracks religious needs and requirements specific to the various religious practices within the facility population.

We identified one occupation in the Miscellaneous Occupations category, with the same FGE GS-8 as the occupation to be conformed; the Marketing Analyst, however this position is not similar in job duties nor skill level, to the Chaplain position. Furthermore, the wage rate listed in the wage determination is higher than occupations at the FGE GS-9 level and would not establish a good pay relationship for the position to be conformed. We identified three occupations in the same broad occupational category at an FGE GS-9; the Embalmer (\$28.34/hr.), the Flight Follower (\$28.34/hr.) and the Mortician (\$28.34/hr.). We multiplied by 0.9 to the lower grade for each FGE and averaged the computed figures, in accordance with the SCA Conformance Guide, Appendix C. Based on this analysis, we propose that the Chaplain position be conformed at a wage rate of \$25.51 per hour.

This methodology is consistent with conformance approval for the Chaplain position at the McRae Correctional Facility (DJB1PC016), Leavenworth Detention Center (ODT-7-C-0002), West Tennessee Detention Facility (ODT-10-C-0001), Adams County Correctional Center (DJB1PC010), Nevada Southern Detention Center (ODT-8-C-0001), South Texas Family Residential Center (70CDRCR18DIG000012), La Palma Correctional Center (DROIGSA-06-0002), Stewart Detention Center (DROIGSA-06-00005), Otay Mesa Detention Center (70CDRCR20D00000007), and Torrance County Detention Facility (70CDRCR19DIG000009), which were based on the same criteria.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Chaplain position at the Webb County Detention Center.

Job Title	Job Code
CHAPLAIN	2142

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
06	002	P	Non-Exempt	X	N/A

SUMMARY:

The Chaplain coordinates all religious services, programs, and related activities at the facility. Provides pastoral care, including pastoral counseling.

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 for specific facility locations will be contained in Appendix A.

1. Provides pastoral care to inmates/residents and staff as needed or requested. Plans, facilitates or conducts various religious services and programs.
2. Provides direction and oversight regarding “emergency” and/or “crisis” messages while ensuring that such reports are accurate, verified, and appropriately documented. Arranges emergency phone calls or visits to address issues involving serious illness, death, or other emergency.
3. Makes rounds of all housing units, special or restricted housing, medical housing or other areas of facility on a regular basis.
4. Coordinates and manages the recruitment, administrative oversight, training, and scheduling of volunteers providing services to and within the facility.
5. Manages departmental resources, inventories of supplies, donated materials, equipment, and areas assigned to the chaplaincy in compliance with policy.
6. Prepares and disseminates reports as required by policy including, but not limited to, religious services, volunteer services, inmate programs, and safety, in a timely and professional manner.
7. Complies with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
8. Establishes and maintains working relationships with community ministerial associations and organizations, churches, mosques, and synagogues, civil organizations, volunteer organizations, and individuals whose participation and

Job Title	Job Code
CHAPLAIN	2142

support may enhance and improve chaplaincy and religious services programs and activities.

9. Manages and tracks religious needs and requirements specific to the various religious practices within the facility population to include diets, personal items, literature, and resources in concert with recognized correctional policy, practices and the directives of facility administration.
10. Domestic U.S. travel may be required.

QUALIFICATIONS:

Graduate from an accredited college or university with a Bachelor's degree is required, preferably in Divinity, Theology or Religion. A Master's Degree from a Seminary, School of Theology, or University in Divinity, Theology, Biblical Studies, or a related field is preferred. Three years of full-time pastoral experience is required. Eligibility for denominational endorsement or equivalent certification is required. Clinical Pastoral Education is preferred. Must obtain one unit of CPE within eighteen (18) months of hire date if not currently held. Must demonstrate knowledge of the principles and methods of conducting religious services, teaching religions studies, administering sacraments, and the methods, principles, and practices of counseling. A valid driver's license is required.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Chaplain	2142	05	X	N/A

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

Telephone and copier.

Travel: Frequent local ground travel; occasional long distance ground and/or air travel.

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 by this job include:

Close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

ATTESTED:



Margie Ramirez-Ibarra
Webb County Clerk