

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
--	---	---

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)
---	------------------------------------

3. CONTRACTOR Webb County	4. DATE OF REQUEST
-------------------------------------	---------------------------

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)
--	--	---------------------------------------	--	---

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: WAREHOUSE COORDINATOR FGE: WG-6 Description: The Warehouse Coordinator performs a variety of warehousing duties including the receiving, storing and inventorying supplies and equipment needed to maintain the daily operation of the facility. A complete job description is attached. Rationale: This position is one grade higher than the Warehouse Specialist position, a WG-5 in the Materials Handling and Packing Occupations category that has a required wage rate of \$13.00 per hour. The proposed wage rate of \$13.65 per hour is approximately 5% above the entry level Warehouse Specialist rate. Methodology is attached.	13.65	4.57

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Vice President, Partnership Contracts Counsel	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE [Signature] Warehouse Coordinator
--	---

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE [Signature]	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
---	--

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
--	---------------------------------------	----------------

*New Contract & Wage Determination incorporated via Mod. P00001 effective 03/01/2024.



**Webb County Detention Center – Contract No. 70CDCR24DIG000001
Warehouse Coordinator 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 on 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 one grade higher than the Warehouse Specialist position, a WG-5, in the Materials Handling and Packing Occupations category that has a required rate of \$13.00 per hour, in the applicable wage determination.

This position performs a variety of warehousing duties including the receiving, storing and inventorying supplies and equipment needed to maintain the daily operation of the facility. This position also assists in the effective management of facility/department resources. The proposed wage rate of \$13.65 per hour is approximately 5% above the entry level Warehouse Specialist rate.

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

Job Title	Job Code
WAREHOUSE COORDINATOR	9035

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
05	009	SW	Non Exempt	40	X	N/A

SUMMARY:

The Warehouse Coordinator performs a variety of warehousing duties including the receiving, storing and inventorying supplies and equipment needed to maintain the daily operation of the facility.

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.

- Verify in-coming shipments against receiving documents; note and report any discrepancies or damages.
- Route items to appropriate storage locations; store in accordance with established storage procedures.
- Maintain an up-to-date inventory of all equipment and supplies on a daily, weekly and/or monthly basis to monitor minimum and maximum levels.
- Label and issue clothing and shoes inmates/residents entering the program in accordance with established procedures.
- Prepare and maintain a variety of records and reports to include a current list of inmates in the program; quantity, size and type of clothing and shoes issued; date and clothing issue number; and work schedules. Process reports and documents in a timely manner.
- Create and maintain files in an organized manner, to include sorting, labeling, filing and retrieving, in accordance with corporate and facility file retention and storage procedures; maintain confidentiality and security of records.
- Check all requisitions received; input data accurately and produce finished documents and reports efficiently using a computerized system; copy, compile and distribute as necessary.
- Issue clothing and linens to housing units; issue requisitioned supplies to staff and inmates/residents.

Job Title	Job Code
WAREHOUSE COORDINATOR	9035

- Receive and properly store all commodities in keeping with appropriate sanitation standards; provide for ample supplies to be readily housed and dispensed for daily facility use.
- Store, dispense and inventory cleaning supplies and chemicals in accordance with applicable codes.
- Assist in the effective management of facility/department resources.
- Rearrange and inventory clothing, commodities, equipment and supplies in accordance with established procedures; monitor minimum and maximum levels.
- Verify that all clothing and laundry items are properly cleaned and maintained in good condition; examine items and report deterioration and/or damage; provide for proper repair, exchange or replacement of items; document and destroy items worn beyond repair.
- Order supplies and equipment in a timely manner via the purchase order system; confirm ample supplies are readily housed and dispensed for daily facility use.
- Prepare materials for shipment, as required.
- Provide supervision and direction for assigned staff and inmates/residents in the performance of their duties.
- Prepare work assignments for assigned inmates/residents.
- Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas.
- Assist in the overall facility security plan by conducting counts of inmates/residents working in the area, controlling access to equipment and supplies and controlling the introduction of contraband items into the facility living areas through proper search procedures.
- Conduct inspections of work area and equipment for compliance with the requirements of all applicable policies, procedures, rules, standards and/or health, sanitation and safety laws; report results of inspections as required.
- Monitor safety practices; prepare and disseminate safety and accident reports as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies.

Job Title WAREHOUSE COORDINATOR	Job Code 9035
---	-----------------------------

- 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 giving information, instructions and directions, mediating disputes and providing reliable testimony in court and other formal settings.
- Attend scheduled staff meetings and promote effective communications between administration, staff and inmates/residents.
- Participate in in-service and other training programs as required.
- Review, process and respond (via corporate counsel) to lawsuits and provide any related facility records; attend court and administrative hearings, when necessary.
- Read and comprehend legal and non-legal documents, including the processing of such documents as bills of lading, purchase orders and requisitions.
- Effect the movement of heavy objects from one place to another; access elevated surfaces; pass through openings; move over obstacles and in confined areas.
- Engage in functions in confined areas that include such things as physically checking the doors, windows and other areas to verify they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others 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.
- Take appropriate action to prevent or diffuse potentially disruptive situations.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Experience exposure to body fluids, wastes and experience encounter with deceased or contagious persons.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Job Title WAREHOUSE COORDINATOR	Job Code 9035
---	-------------------------

- Operate hand or power truck and forklift.
- Operate a vehicle during both the day and night where driving conditions can include congested traffic and unsafe road conditions caused by factors such as fog, rain, ice and snow.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.

QUALIFICATIONS:

High school diploma, GED certification or equivalent. One year experience in warehouse operation and the physical control and movement of inventory preferred. A valid driver's license is required.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Warehouse Coordinator	9035	05	40	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		>2			
Standing		>3			
Walking		>3			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	75			X	
Carrying up to	75			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	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:

Telephone, computer, calculator, fire extinguisher, operate hand or power truck and forklift.

Travel: Frequent local ground travel.

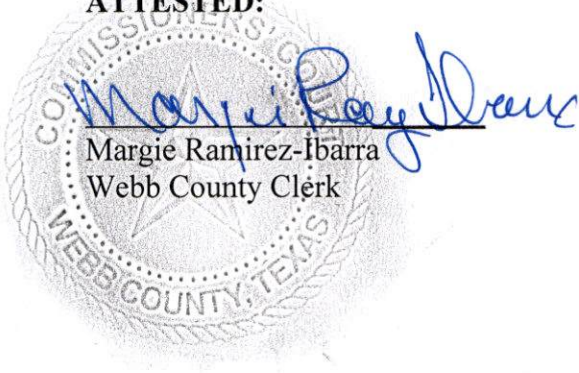
Additional Physical Demands:

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 include:

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

ATTESTED:



Margie Ramirez-Ibarra
Margie Ramirez-Ibarra
Webb County Clerk