

MARGIE RAMIREZ IBARRA
 COUNTY CLERK, WEBB COUNTY, TEXAS
 BY *[Signature]* DEPUTY

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		
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
<p>Proposed Classification: MANAGER, LEARNING & DEVELOPMENT FGE: GS-8</p> <p>Description: The Manager, Learning and Development plans and organizes all staff learning and development activities in compliance with applicable policies, procedures, rules, regulations and standards. Responsible for the supervision and direction of all students, instructors and learning activities. Identifies facility and individual development needs. Monitors and/or leads learning and development sessions, providing a learning environment that promotes self-development. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Technical Instructor position, a GS-7, in the Instructional Occupations category that has a required rate of \$22.40 per hour. The proposed wage rate is \$24.86 per hour was calculated by multiplying the Technical Instructor wage by the percentage increase to the higher grade, in accordance with the SCA Conformance Guide, Appendix C, Methodology is attached.</p>	24.86	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 Manager, Learning & Development	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. 70CDCR24DIG000001
Manager, Learning and Development 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 Technical Instructor position, a GS-7, in the Instructional Occupations category that has a required rate of \$22.40 per hour, in the applicable wage determination.

This position provides direction to students and instructors to ensure consistency in the delivery of approved lesson plan content. Evaluates and provides feedback to ensure quality of instruction. Prepares annual learning and development plan, in cooperation with facility management; assesses and identifies facility development needs and recommends appropriate formal/informal learning and development activities. This position also participates in the review of policies, procedures, and lesson plan materials. The proposed wage rate is \$24.86 per hour, which was calculated by multiplying the Technical Instructor rate by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C.

This methodology is consistent with conformance approval for the Manager, Learning and Development position at the Adams County Correctional Center (DJB1PC-010), McRae Correctional Facility (DJB1PC016), Leavenworth Detention Center (ODT-7-C-0002), Nevada Southern Detention Center (ODT-8-C-0001), West Tennessee Detention Facility (ODT-10-C-0001), South Texas Family Residential Center (DROIGSA-06-0002), La Palma Correctional Center (DROIGSA-06-0002), Otay Mesa Detention Center (70CDCR20D00000007), and Stewart Detention Center (DROIGSA-06-00005), which were based on the same criteria.

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 MANAGER, LEARNING AND DEVELOPMENT	Job Code 2156
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Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
01	002	P	Non-Exempt	X	N/A

SUMMARY:

The Manager, Learning and Development plans and organizes all staff learning and development activities in compliance with applicable policies, procedures, rules, regulations and standards. Responsible for the supervision and direction of all students, instructors and learning activities. Identifies facility and individual development needs. Monitors and/or leads learning and development sessions, providing a learning environment that promotes self-development.

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.

1. Selects qualified instructors and provides direction to ensure consistency in the delivery of approved lesson plan content applicable to the facility. Evaluates and provides feedback to ensure quality of instruction.
2. Supervises students assigned to learning and development programs to include establishing and maintaining student records, evaluating student comprehension of learning objectives, offering career guidance, and taking appropriate corrective or disciplinary action. Provides performance evaluation feedback as requested and suggests appropriate development activities.
3. Conducts learning and development sessions and establishes a positive learning culture by preserving the quality of the learning and development environment. Minimizes disruptions and ensures safety of all participants to optimize learning and development.
4. In cooperation with facility management, prepares annual learning and development plan, and ensures compliance with established schedules to include student attendance, instructor assignments, training space, and other resources.
5. Maintains compliance with current ACA standards by establishing and administering the facility learning and development programs in accordance with policy, procedure, and contract requirements.

Job Title	Job Code
MANAGER, LEARNING AND DEVELOPMENT	2156

6. Collaborates with employees and supervisors to identify individual formal/informal learning and development opportunities to enhance job performance and career development.
7. Leads quarterly Learning and Development Committee meetings to assess and identify facility development needs. Recommends appropriate formal/informal learning and development activities and fosters a positive learning culture.
8. Participates in the review of policies, procedures, and lesson plan materials. Prepares revisions and outlines facility-specific references for appropriate approval.
9. Maintains regular communication with facility management and FSC learning and development staff to discuss facility learning and development activities, concerns, requests, or plan variances. Implements any necessary changes.
10. Reads and comprehends lesson plans, reference materials, correspondence, policies, regulations, procedures, reports, directions, and other simple and moderately complex documents.
11. Domestic U.S travel may be required.

QUALIFICATIONS:

Graduate from an accredited college or university with a Bachelor's degree is required. Two years of experience in a criminal justice field is required. One year of experience in training, classroom instruction or curriculum development is required. Supervisory experience is preferred. Additional related work experience may be substituted for the required education on a year-for-year basis. Strong verbal and written communication skills required. Experience in Microsoft Office or other similar software applications is required. Knowledge of learning management platforms is preferred. A valid driver's license is required.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Manager, Learning and Development	2156	01	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		2 to 4			
Standing		4 to 6			
Walking		<1			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		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 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:

Computer, telephone, copier, facsimile, DVD/VCR, overhead projector and related audio/visual equipment, firearms, chemical agents, radio, SCBA, gas masks, restraint equipment (handcuffs, leg irons, belly chains), riot equipment.

Travel: Frequent local ground travel, occasional long distance ground travel, occasional long distance 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.

Must occasionally lift and/or move up to 50 lbs.

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

Margie Ramirez-Ibarra
Webb County Clerk