



T Don Hutto Residential Center – DROIGSA-10-0002
Case Manager Conformance Methodology

The method for determining the wage rate for the proposed classification employed at the T Don Hutto Residential Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and 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 and duties of the proposed classification, we determined that this position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour, in the corresponding wage determination. We propose the wage rate of \$20.27 per hour, which is approximately 6% higher than the Detention Officer rate.

This methodology is consistent with conformance approvals for the Case Manager position at South TX Family Residential Center (DROIGSA-06-0002), Eden Detention Center (DJB1PC005), Cibola County Correctional Center (DJB1PC011), Leavenworth Detention Center (ODT-7-C-0002), Northeast Ohio Correctional Center (DJB1PC002), West Tennessee Detention Facility (ODT-10-C-0001), Central Arizona Detention Center (ODT-9-C-0001), Florence Correctional Center (ODT-9-C-0001), San Diego Correctional Facility (ODT-5-C-0003), Adams County Correctional Center (DJB1PC010), Nevada Southern Detention Center (ODT-8-C-0001) and Torrance County Detention Facility (51-02-0062), which were based on the same criteria.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Case Manager position at the T Don Hutto Residential Center.

Job Title	Job Code
CASE MANAGER	2003

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
07	002	P	Non-Exempt	X	N/A

SUMMARY:

The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence.

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. Participates in the intake process. Collects, organizes and analyzes information about individuals through records, tests, interviews, and professional sources. Responsible for establishing goals, developing plans, coordinating service delivery and appraising the interests, needs, aptitudes, abilities and personality characteristics of inmates/residents for appropriate classification.
2. Provides direct casework services to inmates/residents. Works with classification committee in recommending programming, referring inmates/residents to treatment and therapeutic programs and assessing the effectiveness of placement. Completes custody/classification according to policy and procedure to determine proper housing, work assignments, and needs based on assessments and risk level.
3. Prepares progress reports on assigned inmates/residents and assists administrative and supervisory staff in development of statistical reports. Makes case presentations to administrative and supervisory staff on a scheduled basis.
4. Coordinates appropriate programming and services for social development, as well as preparation for transition/release, in concert with community services and resources.

Revised October 2014

***Note:** These qualifications apply to employees hired or transferred into this position beginning November 25, 2014; however, where partner approval is required prior to implementing a new or revised job description, these qualifications will apply to employees hired or transferred into this position on and after the date of partner approval.

Job Title	Job Code
CASE MANAGER	2003

5. Meets with inmates/residents to discuss needs, housing issues, or other concerns and attempts to resolve issues. Assists in providing guidance to inmates/residents with disciplinary issues.
6. Prepares and maintains a variety of standard narrative, statistical, summary and/or operational records, reports and logs, to include but not limited to, documentation for transitions, transfers and releases. Maintains and monitors confidentiality of inmate/resident and administrative files. Processes all reports and documents in a timely manner.
7. Attends scheduled staff meetings, group meetings and other staff and group activities essential for effective program and service delivery. Promotes communications and the proper flow of relevant information between facility management, staff and inmates/residents.
8. Reads, analyzes, comprehends and interprets technical procedures or governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
9. Serves as a liaison between inmates/residents and court system/attorney, or other external agencies, and coordinates telephone calls with external parties as necessary.
10. Conducts inspections of housing unit, participates in cell inspections, counts and meal supervision. Performs searches of people and objects capable of concealing contraband which will involve detecting and identifying objects and detaining people.
11. Performs 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.
12. Takes appropriate action to prevent or diffuse potentially disruptive situations. Manages verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
13. Endeavors to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
14. Domestic U.S. travel may be required.

Revised October 2014

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CASE MANAGER	2003

QUALIFICATIONS*:

Graduate from an accredited college or university with a Bachelor's degree is required. Experience providing case management services is preferred. Additional experience in a criminal justice field or case management services may be substituted for the educational requirement on a year-for-year basis up to two years. Must demonstrate ability to communicate clearly verbally and in writing. Experience with Microsoft Office applications or other similar software applications is required. A valid driver's license is required.

Revised October 2014

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SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Case Manager	2003	07	X	N/A

GROUP I (Number of hours in an 8-hour day)				Intermittent	Constant
Sitting				<3	
Standing				<3	
Walking				>2	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		X		
Carrying up to	25		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:		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:

Computer, telephone, copier, facsimile, and calculator.

Travel: Occasional 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.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX



SERVICE CONTRACT



CONSTRUCTION CONTRACT

OMB No.: 9000-0089

Expires: 02/28/96

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0089), Washington, DC 20503.

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR Williamson County				4. DATE OF REQUEST
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED) Detention services for residents to include custody, control, accountability, medical and subsistence services.				

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson 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: 2015-5215, Revision 4*	DATED: 12/30/2016
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)
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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE CASE MANAGER	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 (SCA) OR FAR 22.406-3 (DBA))

- ☐ 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.

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NSN 7540-01-268-0631
Previous edition is usable

RETURN TO CONTRACTOR - RECORD COPY

STANDARD FORM 1444 (REV. 12-90)
Prescribed by GSA-FAR (48 CFR) 53.222(f)

*New wage determination incorporated effective 3/1/2017.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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CONTRACTING OFFICER - PENDING

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TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))

- ☐ 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 copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX



SERVICE CONTRACT



CONSTRUCTION CONTRACT

OMB No.: 9000-0089

Expires: 02/28/96

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0089), Washington, DC 20503.

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR Williamson County			4. DATE OF REQUEST	
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED) Detention services for residents to include custody, control, accountability, medical and subsistence services.				

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson 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: 2015-5215, Revision 4*	DATED: 12/30/2016	
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: CASE MANAGER</p> <p>FGE = GS-7</p> <p>Description: The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.27 per hour is approximately 6% higher than the Detention Officer rate. Methodology is attached.</p>	\$20.27	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Case Manager	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 (SCA) OR FAR 22.406-3 (DBA))

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(Send copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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☒ SERVICE CONTRACT

☐ CONSTRUCTION CONTRACT

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10. SUBCONTRACTOR (IF ANY) CoreCivic				

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)



Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson 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

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<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: CASE MANAGER FGE = GS-7</p> <p>Description: The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.27 per hour is approximately 6% higher than the Detention Officer rate. Methodology is attached.</p>	\$20.27	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)  Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Case Manager	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)

Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: CASE MANAGER</p> <p>FGE = GS-7</p> <p>Description: The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.27 per hour is approximately 6% higher than the Detention Officer rate. Methodology is attached.</p>	\$20.27	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Case Manager	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 (SCA) OR FAR 22.406-3 (DBA))

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SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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☐ CONSTRUCTION CONTRACT

OMB No.: 9000-0089

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1. TO: ADMINISTRATOR, Employment Standards Administration
WAGE AND HOUR DIVISION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR
Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER
DROIGSA-10-0002

6. DATE BID OPENED (SEALED
BIDDING)

7. DATE OF AWARD
01/27/2010

8. DATE CONTRACT WORK
STARTED 01/27/2010

9. DATE OPTION EXERCISED (IF
APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)

Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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NUMBER: 2015-5215, Revision 4*

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AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)

b. WAGE RATE(S)

c. FRINGE BENEFITS PAYMENTS

(Use reverse or attach additional sheets, if necessary)

Proposed Classification Title: CASE MANAGER
FGE = GS-7

\$20.27

\$4.27

Description: The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence. A complete job description is attached.

Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.27 per hour is approximately 6% higher than the Detention Officer rate. Methodology is attached.

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

Natasha K. Metcalf
Vice President, Partnership Development

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.

☒ AGREE

☐ DISAGREE

TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))

☐ THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

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SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

TITLE AND COMMERCIAL TELEPHONE
NO.

DATE SUBMITTED

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

CHECK APPROPRIATE BOX
☒ SERVICE CONTRACT
☐ CONSTRUCTION CONTRACT

OMB No.: 9000-0089
Expires: 02/28/96

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1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR Williamson County			4. DATE OF REQUEST	
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED) Detention services for residents to include custody, control, accountability, medical and subsistence services.				

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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(Use reverse or attach additional sheets, if necessary) Proposed Classification Title: CASE MANAGER FGE = GS-7 Description: The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence. A complete job description is attached. Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.27 per hour is approximately 6% higher than the Detention Officer rate. Methodology is attached.	\$20.27	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE Case Manager	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Case Manager	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE

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SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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3. CONTRACTOR Williamson County			4. DATE OF REQUEST
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10. SUBCONTRACTOR (IF ANY) CoreCivic			

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)

Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE Amy Velazquez Case Manager	TITLE Case Manager	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 (SCA) OR FAR 22.406-3 (DBA))

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12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson 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: 2015-5215, Revision 4*

DATED: 12/30/2016

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: CASE MANAGER</p> <p>FGE = GS-7</p> <p>Description: The Case Manager provides case management, classification and transitional services to inmates/residents. Communicates with external sources regarding inmates/residents on their caseload and supports family contact. Develops, delivers, and facilitates individual program plans for inmates/residents. Assists inmates/residents with becoming aware of strengths and needs in adjusting socially to their environments, and facilitates the development of life skills for successful re-entry into the community. May serve as point of contact for Unit Manager in his/her absence. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.27 per hour is approximately 6% higher than the Detention Officer rate. Methodology is attached.</p>	\$20.27	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE Case Manager	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Case Manager	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 (SCA) OR FAR 22.406-3 (DBA))

- ☐ 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 copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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T Don Hutto Residential Center – DROIGSA-10-0002
Resident Counselor Conformance Methodology

The method for determining the wage rate for the proposed classification employed at the T Don Hutto Residential Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and 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 and duties of the proposed classification, we determined that this position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour, in the corresponding wage determination. We propose the wage rate of \$20.08 per hour, which is approximately 5% higher than the Detention Officer rate.

This methodology is consistent with conformance approvals for the Resident Counselor position at South TX Family Residential Center (DROIGSA-06-0002), and the Correctional Counselor position (an equivalent classification), approved at McRae Correctional Facility (J1PCc-008), Eden Detention Center (DJB1PC-005), Cibola County Correctional Center (DJB1PC-011), Leavenworth Detention Center (ODT-7-C-0002), Northeast Ohio Correctional Center (DJB1PC-002), West Tennessee Detention Facility (ODT-10-C-0001), Central Arizona Detention Center (ODT-9-C-0001), Florence Correctional Center (ODT-9-C-0001), San Diego Correctional Facility (ODT-5-C-0003), Adams County Correctional Center (DJB1PC-010), Nevada Southern Detention Center (ODT-8-C-0001) and Torrance County Detention Facility (51-02-0062), which were based on the same criteria.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Resident Counselor position at the T Don Hutto Residential Center.

Job Title	Job Code
RESIDENT COUNSELOR	2096

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
07	002	P	Non-Exempt	40	X	N/A

SUMMARY:

The Resident Counselor is a uniformed, security trained member of the Unit Management Team responsible for resolving daily resident issues before they become significant matters, incidents or grievances. Ensures that services and programs are delivered to residents assigned to the unit at a time and manner as designed.

ESSENTIAL FUNCTIONS:

The successful applicant should be able to perform routine security functions as well as ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements. Any additional qualifications and/or essential job functions for specific facility locations will be contained in Appendix A.

- Maintain a caseload of residents with the primary purpose of resolving daily living issues before they expand into significant incidents.
- Make daily rounds through assigned units talking with staff and residents, observing operations and interactions between staff and residents on the unit, ensuring the unit is operating in a safe and secure manner and anticipates situations.
- Conduct one-on-one meetings with residents regarding grievance or potential grievance matters and resolve the situation within the framework of policy.
- Develop an interactive working relationship with residents that support the informal resolution of resident issues.
- Develop and maintain a cooperative working relationship with institution departments built on respect that supports problem solving.
- Conduct and attend regular meetings with unit staff, including Resident Supervisors, to gather suggestions to make the unit safer, more secure and a better place to come to work.
- Participate in the intake process, collect, organize and analyze information about individuals through records, tests, interviews and professional sources, to appraise their interests, needs, aptitudes, abilities and personality characteristics, for establishing goals and developing plans.

Job Title	Job Code
RESIDENT COUNSELOR	2096

- Provide individual and group counseling to assigned residents.
- Meet with Case Managers to assist with the development of an individual program plan based on residents needs, unit mission and objectives.
- Review post orders for the units, interviews unit officers, prepares recommendations to improve the post orders and meets with the unit manager and chief of security to discuss the recommended changes.
- Prepare progress reports on assigned residents and assist administrative and supervisory staff in development of statistical reports.
- Make case presentations to administrative and supervisory staff on a scheduled basis.
- Promote positive community relations and utilize needed community services.
- May serve as Unit Manager in his/her absence.
- Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; properly process all reports and documents in a timely manner.
- Attend scheduled staff meetings, group meetings and other staff and group activities essential for effective program and service delivery and to promote communications and the proper flow of relevant information between administration, staff and residents.
- Utilize established corporate, facility and detention policies and procedures in making decisions, but perform with a high degree of independence and professional administrative skill and use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary.
- Read, analyze, comprehend and interpret technical procedures or governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- Communicate effectively and coherently to administration, staff, residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes giving

Job Title	Job Code
RESIDENT COUNSELOR	2096

information, instructions and directions; mediating disputes; advising of rights and processes; and providing reliable testimony, in court and other formal settings.

- Maintain equipment and supplies as required, order replacement items in a timely manner via the purchase order system.
- Escort residents or coordinate the movement of residents to and from different areas.
- Perform searches of people, objects capable of concealing contraband, buildings and outdoor areas which will involve detecting and identifying objects and detaining people.
- Engage in functions in confined areas that include such things as physically checking the doors, windows and other areas to ensure they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of residents and others, e.g. visitors and family members, 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.
- Reliably and repetitively identify residents by visual means.
- Experience exposure to body fluids, wastes and experience encounter with deceased or contagious persons.
- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Define problems, collect data, establish facts and draw valid conclusions.
- Attend seminars, workshops, conferences, etc., as required.
- 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.

Job Title	Job Code
RESIDENT COUNSELOR	2096

- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

QUALIFICATIONS:

High school diploma, GED certification or equivalent, with two years of security experience in a criminal justice field, which preferably includes one year in a supervisory capacity. Additional education may be substituted for the experience on a year-for-year basis. A valid driver's license is required.

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

CHECK APPROPRIATE BOX

☒ SERVICE CONTRACT

☐ CONSTRUCTION CONTRACT

OMB No.: 9000-0089
Expires: 02/28/96

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NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration
WAGE AND HOUR DIVISION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR

Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER
DROIGSA-10-0002

6. DATE BID OPENED (SEALED
BIDDING)

7. DATE OF AWARD
01/27/2010

8. DATE CONTRACT WORK
STARTED 01/27/2010

9. DATE OPTION EXERCISED (IF
APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)

Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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b. WAGE RATE(S)

c. FRINGE BENEFITS PAYMENTS

(Use reverse or attach additional sheets, if necessary)

Proposed Classification Title: RESIDENT COUNSELOR
FGE = GS-7

\$20.08

\$4.27

Description: The Resident Counselor is a uniformed, security trained member of the Unit Management Team responsible for resolving daily resident issues before they become significant matters, incidents or grievances. Ensures that services and programs are delivered to residents assigned to the unit at a time and manner as designed. A complete job description is attached.

Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.08 per hour is approximately 5% higher than the Detention Officer rate. Methodology is attached.

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Natasha K. Metcalf
Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.

[Signature]

Resident Counselor

☒ AGREE

☐ DISAGREE

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TITLE AND COMMERCIAL TELEPHONE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Resident Counselor	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE

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<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: RESIDENT COUNSELOR</p> <p>FGE = GS-7</p> <p>Description: The Resident Counselor is a uniformed, security trained member of the Unit Management Team responsible for resolving daily resident issues before they become significant matters, incidents or grievances. Ensures that services and programs are delivered to residents assigned to the unit at a time and manner as designed. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.08 per hour is approximately 5% higher than the Detention Officer rate. Methodology is attached.</p>	\$20.08	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE Resident Counselors	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Resident Counselors	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 (SCA) OR FAR 22.406-3 (DBA))

- ☐ THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.
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(Send copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
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NSN 7540-01-268-0631
 Previous edition is usable

CONTRACTING OFFICER - PENDING

STANDARD FORM 1444 (REV. 12-90)
 Prescribed by GSA-FAR (48 CFR) 53.222(f)

*New wage determination incorporated effective 3/1/2017.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX

☒ SERVICE CONTRACT

☐ CONSTRUCTION CONTRACT

OMB No.: 9000-0089
Expires: 02/28/96

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0089), Washington, DC 20503.

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR Williamson County			4. DATE OF REQUEST	
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED) Detention services for residents to include custody, control, accountability, medical and subsistence services.				

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE Resident Counselors	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE Keta Casuso	TITLE Resident Counselors	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE

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REQUEST FOR AUTHORIZATION OF
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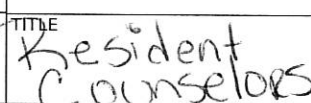
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RETURN TO CONTRACTING OFFICER - RECORD COPY

STANDARD FORM 1444 (REV. 12-90)
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*New wage determination incorporated effective 3/1/2017

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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OMB No.: 9000-0089
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Natasha K. Metcalf
Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE

Resident Counselors

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.

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U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

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3. CONTRACTOR
Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER
DROIGSA-10-0002

6. DATE BID OPENED (SEALED
BIDDING)

7. DATE OF AWARD
01/27/2010

8. DATE CONTRACT WORK
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(Use reverse or attach additional sheets, if necessary)

Proposed Classification Title: RESIDENT COUNSELOR
FGE = GS-7

\$20.08

\$4.27

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Natasha K. Metcalf
Vice President, Partnership Development

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE

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[Signature]

Resident Counselor

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Vice President, Partnership Development

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J. DW

TITLE
Resident Counselor

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NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration
WAGE AND HOUR DIVISION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR
Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER
DROIGSA-10-0002

6. DATE BID OPENED (SEALED
BIDDING)

7. DATE OF AWARD
01/27/2010

8. DATE CONTRACT WORK
STARTED 01/27/2010

9. DATE OPTION EXERCISED (IF
APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)

Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson 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: 2015-5215, Revision 4*

DATED: 12/30/2016

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES;
AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)

b. WAGE RATE(S)

c. FRINGE BENEFITS PAYMENTS

(Use reverse or attach additional sheets, if necessary)

Proposed Classification Title: RESIDENT COUNSELOR
FGE = GS-7

\$20.08

\$4.27

Description: The Resident Counselor is a uniformed, security trained member of the Unit Management Team responsible for resolving daily resident issues before they become significant matters, incidents or grievances. Ensures that services and programs are delivered to residents assigned to the unit at a time and manner as designed. A complete job description is attached.

Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.08 per hour is approximately 5% higher than the Detention Officer rate. Methodology is attached.

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

Natasha K. Metcalf
Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE

Resident Counselor

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.

☒ AGREE

☐ DISAGREE

TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))

☐ 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 copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

TITLE AND COMMERCIAL TELEPHONE
NO.

DATE SUBMITTED

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX

☒ SERVICE CONTRACT

☐ CONSTRUCTION CONTRACT

OMB No.: 9000-0089
Expires: 02/28/96

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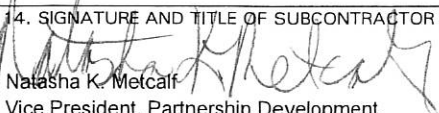
1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR Williamson County			4. DATE OF REQUEST	
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED) Detention services for residents to include custody, control, accountability, medical and subsistence services.				

12. LOCATION (CITY, COUNTY AND STATE)

T Don Hutto Residential Center, Taylor, Williamson County, Texas

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NUMBER: 2015-5215, Revision 4*	DATED: 12/30/2016
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(Use reverse or attach additional sheets, if necessary) Proposed Classification Title: RESIDENT COUNSELOR FGE = GS-7 Description: The Resident Counselor is a uniformed, security trained member of the Unit Management Team responsible for resolving daily resident issues before they become significant matters, incidents or grievances. Ensures that services and programs are delivered to residents assigned to the unit at a time and manner as designed. A complete job description is attached. Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.08 per hour is approximately 5% higher than the Detention Officer rate. Methodology is attached.	c. FRINGE BENEFITS PAYMENTS
	\$20.08
	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)  Natasha K. Metcalf Vice President, Partnership Development	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Resident Counselor	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

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3. CONTRACTOR Williamson County			4. DATE OF REQUEST	
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
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<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: RESIDENT COUNSELOR</p> <p>FGE = GS-7</p> <p>Description: The Resident Counselor is a uniformed, security trained member of the Unit Management Team responsible for resolving daily resident issues before they become significant matters, incidents or grievances. Ensures that services and programs are delivered to residents assigned to the unit at a time and manner as designed. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$19.12 per hour in the current wage determination. The proposed wage rate of \$20.08 per hour is approximately 5% higher than the Detention Officer rate. Methodology is attached.</p>	\$20.08	\$4.27

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Natasha K. Metcalf
Vice President, Partnership Development

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TITLE

Resident Counselor

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☒ AGREE ☐ DISAGREE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

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T Don Hutto Residential Center, Taylor, Williamson County, Texas


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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Resident Counselor	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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REQUEST FOR AUTHORIZATION OF
ADDITIONAL CLASSIFICATION AND RATE

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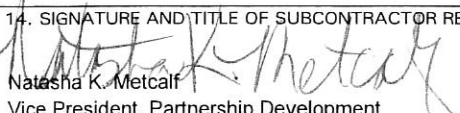
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3. CONTRACTOR Williamson County		4. DATE OF REQUEST		
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