

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 MANAG	2003

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
07	002	Р	Non-Exempt	Х	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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Job Title	Job Code
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	Х	N/A

GROUP I (Number of hou	Intermittent	Constant			
Sitting	<3				
Standing	<3				
Walking		1,23		>2	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		Х		
Carrying up to	25		Х		
Pushing up to	50		Х		
Pulling up to	50		Х		
GROUP III		N/A	Occasionally	Frequently	Continuously
Squatting			Х		
Bending				Х	
Kneeling			Х		
Reaching				X	
Twisting				Х	
Crawling			X		
Ladder Climbing			X		
Stair Climbing			X		
Other Climbing - Describe:		Χ			
GROUP IV		N/A	Occasionally	Frequently	Continuously
Walking on rough ground			Х		
Exposure to changes of temps humidity	erature or		Х		
Exposure to dust, fumes or ga	ses		X		
Being near moving machinery			Х		
Working from heights		Χ			
Exposure to Infectious Disease	es		Х		
Driving			- X		
Mental Alertness					Х

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.

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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.

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NOTE: THE CONTRACTOR	R SHALL COMPLETE ITEMS 3 THROUGH	H 16 AND SUB	MIT THE REQUEST	, IN QUADRUPLICATE,	TO THE CO	ONTRACTING OFFICER
WAGE AND HOUR D U.S. DEPARTMENT (WASHINGTON, D.C.	OF LABOR	2	2. FROM: <i>(REPORT</i>	ING OFFICE)		
3. CONTRACTOR Williamson County					4. DATE	OF REQUEST
5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED	7. DATE OF A	AWARD	8. DATE CONTRACT	WORK	9. DATE OPTION EXERCISED (IF
DROIGSA-10-0002	BIDDING)	01/27/20		STARTED 01/27/20		APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF	ANY)					
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Detention services for	residents to include custody, cor	nilioi, accour	itability, medical	and subsistence s	ervices.	
12. LOCATION (CITY, COL	INTY AND STATE)					
	al Center, Taylor, Williamson Cou					
13. IN ORDER TO COMPLE INDICATED CLASSIFICAT	TE THE WORK PROVIDED FOR UNDER FION(S) NOT INCLUDED IN THE DEPAR	THE ABOVE C	CONTRACT, IT IS NE BOR DETERMINATION	CESSARY TO ESTABL ON	ISH THE FO	DLLOWING RATE(S) FOR THE
	i, Revision 4*			12/30/	2016	
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16. SIGNATURE OF EMPLO	YEE OR REPRESENTATIVE		TITLE	C	HECK APPRO	PRIATE BOX-REFERENCING BLOCK 13.
Holan 50	Homa		Case Man	~	⊠ AGF	
	DBY CONTRACTING OFFICER					
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NSN 7540-01-268-0631 Previous edition is usable

RETURN TO CONTRACTING OFFICER - RECORD COPY

	ST FOR AUTHORIZATION AL CLASSIFICATION AND	OF SERVICE	OPRIATE BOX CE CONTRACT RUCTION CONTRACT	lEx.	MB No.: 9000-0089 pires: 02/28/96
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NOTE: THE CONTRACTOR	R SHALL COMPLETE ITEMS 3 THROUGH	H 16 AND SUBMIT THE REQUEST	, IN QUADRUPLICATE	TO THE CONT	FRACTING OFFICER
WAGE AND HOUR D U.S. DEPARTMENT (WASHINGTON, D.C.	OF LABOR	2. FROM: (REPORT	TING OFFICE)		
3. CONTRACTOR				4. DATE OF	REQUEST
Williamson County			-		
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT STARTED 01/27/20		3. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
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12. LOCATION (CITY, COL T Don Hutto Residenti	JNTY AND STATE) al Center, Taylor, Williamson Co	unty, Texas			
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NUMBER: 2015-5215	5, Revision 4*	DATED	12/30	/2016	
	SED CLASSIFICATION TITLES(S); JOB I ROPOSED CLASSIFICATIONS (SCA ONL		b. WAGE RA	TE(S)	c. FRINGE BENEFITS PAYMENTS
Proposed Classifica FGE = GS-7	(Use reverse or attach additional sheets, if nee attion Title: CASE MANAGER	cessary)	\$20.27		\$4.27
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16. SIGNATURE OF EMPLO	YEE OR REPRESENTATIVE	TITLE	C	CHECK APPROPRI	ATE BOX-REFERENCING BLOCK 13.
Helm S.C	Algua	Case Ma	nager	AGREE	DISAGREE
TO BE COMPLETE	DBY CONTRACTING OFFICER	(CHECK AS APPROPRIATE	- SEE FAR 22.10	19 (SCA) O	R FAR 22.406-3 (DBA))
THE INTERESTED PA	RTIES AGREE AND THE CONTRACTING FIONS ARE ATTACHED.	OFFICER RECOMMENDS APPRO	VAL BY THE WAGE AN	ND HOUR DIVIS	SION. AVAILABLE INFORMATION
THE INTERESTED PA	RTIES CANNOT AGREE ON THE PROPO	SED CLASSIFICATION AND WAG	E RATE. A DETERMIN	ATION OF THE	QUESTION BY THE WAGE AND

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RETURN TO CONTRACTOR - RECORD COPY

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

NO.

TITLE AND COMMERCIAL TELEPHONE

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

DATE SUBMITED

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE	SERVIC	APPROPRIATE BOX SERVICE CONTRACT CONSTRUCTION CONTRACT			9000-0089 02/28/96
Public reporting burden for this collection of information is estimated to average sources, gathering and maintaining the data needed, and completing and review aspect of this collection of information, including suggestions for reducing this DC 20405; and to the Office of Management and Budget, Paperwork Reductions of the Collection of Management and Budget, Paperwork Reductions of the Office of	wing the collection of infor s burden, to the FAR Secr	mation. Send commen etariat (VRS), Office of	ts regarding Federal Acq	this burden	estimate or any other
NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND			TO THE CO	NTRACTING	OFFICER
TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210	2. FROM: (REPORT)	NG OFFICE)			
3. CONTRACTOR Williamson County			4. DATE	OF REQUEST	
	OF AWARD	8. DATE CONTRACT	WORK	9. DATE OP	TION EXERCISED (IF
	27/2010	STARTED 01/27/20			(SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic					
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEE Detention services for residents to include custody, control, act 12. LOCATION (CITY, COUNTY AND STATE)		and subsistence se	ervices.	: 	
T Don Hutto Residential Center, Taylor, Williamson County, Te	exas				
13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOUNDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF			SH THE FOI	LOWING RA	ATE(S) FOR THE
NUMBER: 2015-5215, Revision 4*	DATED:	12/30/2	2016		
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPT AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	TION(S); DUTIES;	b. WAGE RAT	E(S)	c. FRINGE	BENEFITS PAYMENTS
(Use reverse or attach additional sheets, if necessary) Proposed Classification Title: CASE MANAGER FGE = GS-7		\$20.27		\$4	1.27
Description: The Case Manager provides case management, classif services to inmates/residents. Communicates with external sources rinmates/residents on their caseload and supports family contact. Dev facilitates individual program plans for inmates/residents. Assists inm becoming aware of strengths and needs in adjusting socially to their efacilitates the development of life skills for successful re-entry into the as point of contact for Unit Manager in his/her absence. A complete juttached.	egarding velops, delivers, and lates/residents with environments, and community. May serve				
Rationale: This position is one grade higher than the entry level Dete GS-6, in the Protective Service Occupations category that has a requinour in the current wage determination. The proposed wage rate of \$ approximately 6% higher than the Detention Officer rate. Methodolog	ired rate of \$19.12 per 20.27 per hour is				
14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF A Natasha K. Metcalf Vice President, Partnership Development	NY) 15. SIGNATURE AND	D TITLE OF PRIME CON	ITRACTOR I	REPRESENT <i>A</i>	ATIVE
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE	TITLE	CH	HECK APPROP	RIATE BOX-RE	FERENCING BLOCK 13.
Helm S. Coffee	Case Mar		AGRE	-	DISAGREE
TO BE COMPLETED BY CONTRACTING OFFICER (CHECK					
THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICE AND RECOMMENDATIONS ARE ATTACHED. THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLA HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMA					
	2, and 3 to Department of Labor				

NSN 7540-01-268-0631 Previous edition is usable CONTRACTING OFFICER - PENDING

NO.

TITLE AND COMMERCIAL TELEPHONE

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

DATE SUBMITED

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

	ST FOR AUTHORIZATION AL CLASSIFICATION AND		SERVIC	E CONTRACT RUCTION CONTRACT	11	OMB No.: Expires:	9000-0089 02/28/96
sources, gathering and main aspect of this collection of in	his collection of information is estimated taining the data needed, and completing nformation, including suggestions for rece se of Management and Budget, Paperwo	and reviewing ducing this bur	the collection of inforden, to the FAR Section	rmation. Send comm retariat (VRS), Office	ents regarding of Federal Acc	this burden	estimate or any other
NOTE: THE CONTRACTOR	R SHALL COMPLETE ITEMS 3 THROUG	H 16 AND SU	BMIT THE REQUEST,	, IN QUADRUPLICATE	, TO THE CO	NTRACTING	OFFICER
1. TO: ADMINISTRATOR, ER WAGE AND HOUR D U.S. DEPARTMENT O WASHINGTON, D.C. 3. CONTRACTOR	OF LABOR		2. FROM: (REPORT	ING OFFICE)	A DATE	OF BEOLIEG	
Williamson County					4. DATE	OF REQUES	
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF 01/27/2		8. DATE CONTRAC STARTED 01/27/2			TION EXERCISED (IF
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	al Center, Taylor, Williamson Co	unty, Texas					
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TO BE COMPLETED	BY CONTRACTING OFFICER	(CHECK AS	S APPROPRIATE	- SEE FAR 22.10	019 (SCA)	OR FAR 2	2.406-3 (DBA))
THE INTERESTED PAR	RTIES AGREE AND THE CONTRACTING	G OFFICER REC	COMMENDS APPROV	/AL BY THE WAGE A	ND HOUR DIV	ISION. AV	AILABLE INFORMATION
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NSN 7540-01-268-0631 Previous edition is usable	DEPAR	RTMENTOR	LABOR	Ç	TANDARI Prescribed by	O FORM 14 GSA-FAR (48	444 (REV. 12-90) CFR) 53.222(f)

K APPROPRIATE BOX

REQUEST FOR AUTHORIZATION OF

^{*}New wage determination incorporated effective 3/1/2017.

CHECK APPROPRIATE BOX
SERVICE CONTRACT
CONSTRUCTION CONTRACT

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

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3. CONTRACTOR				15	4. DATE	OF REQUEST
Williamson County						
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF 01/27/		8. DATE CONTRACT STARTED 01/27/20		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
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NUMBER:	5, Revision 4*		DATE	12/30/2	2016	
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16. SIGNATURE OF EMPLO	YEE OR REPRESENTATIVE	-	TITLE	CH	ECK APPROP	PRIATE BOX-REFERENCING BLOCK 13.
(Mars)	elevallo		Casema	anager 1	AGRE	EE DISAGREE
TO BE COMPLETE	DBY CONTRACTING OFFICER	(CHECK A	S APPROPRIAT	E - SEE FAR 22.10	19 (SCA)	OR FAR 22.406-3 (DBA))
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	RTIES CANNOT AGREE ON THE PROPO HEREFORE REQUESTED. AVAILABLE II					HE QUESTION BY THE WAGE AND
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RETURN TO CONTRACTING OFFICER - RECORD COPY

ADDITIONA	ST FOR AUTHORIZATION AL CLASSIFICATION AND	RATE	CONSTR	E CONTRACT RUCTION CONTRACT	E	OMB No.: Expires:	02/28/96
sources, gathering and main aspect of this collection of it	this collection of information is estimated ntaining the data needed, and completing nformation, including suggestions for red se of Management and Budget, Paperwor	and reviewing lucing this burd	the collection of infor len, to the FAR Secre	rmation. Send comme etariat (VRS), Office o	nts regarding f Federal Acq	this burden	estimate or any other
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WAGE AND HOUR D U.S. DEPARTMENT (WASHINGTON, D.C.	OF LABOR		2. FROM: (REPORT)	NG OFFICE)			
3. CONTRACTOR Williamson County					4. DATE	OF REQUEST	=.
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF A		8. DATE CONTRACT STARTED 01/27/20		9. DATE OPT	TION EXERCISED (IF (SCA ONLY)
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	IPTION OF WORK (ATTACH ADDITION	IAL SHEET IF N	VEEDED)	****			
Detention services for	r residents to include custody, co	ntrol, accour	ntability, medical	and subsistence s	ervices.		
12. LOCATION (CITY, COL T Don Hutto Residenti	UNTY AND STATE) al Center, Taylor, Williamson Co	unty, Texas					
13. IN ORDER TO COMPLE INDICATED CLASSIFICATION	TE THE WORK PROVIDED FOR UNDER TION(S) NOT INCLUDED IN THE DEPAR	THE ABOVE C	ONTRACT, IT IS NE BOR DETERMINATIO	CESSARY TO ESTAB	LISH THE FOI	LLOWING RA	TE(S) FOR THE
NUMBER: 2015-5215	5, Revision 4*		DATED:	12/30	/2016		
a. LIST IN ORDER: PROPOS	SED CLASSIFICATION TITLES(S); JOB (ROPOSED CLASSIFICATIONS (SCA ONL			b. WAGE RA	.TE(S)	c. FRINGE	BENEFITS PAYMENTS
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16. SIGNATURE OF EMPLO	YEE OR REPRESENTATIVE		COSE MU	mayer	AGRE		DISAGREE
	DBY CONTRACTING OFFICER	· Carolina Carolina Company					
THE INTERESTED PA	RTIES AGREE AND THE CONTRACTING	OFFICER REC	COMMENDS APPROV	AL BY THE WAGE A	ND HOUR DIN	ISION. AVA	AILABLE INFORMATION
THE INTERESTED PA HOUR DIVISION IS T	RTIES CANNOT AGREE ON THE PROPO HEREFORE REQUESTED. AVAILABLE II				IATION OF T ED.	HE QUESTIO	N BY THE WAGE AND
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^{*}New wage determination incorporated effective 3/1/2017.

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	GH 16 AND SUBMIT THE REQU	EST, IN QUADRUPLICATE, TO	THE CONTRACTING OFFICER
TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210	2. FROM: (REP	ORTING OFFICE)	
3. CONTRACTOR			4. DATE OF REQUEST
Williamson County			
5. CONTRACT NUMBER 6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT W STARTED 01/27/2010	TOTAL CONTROL OF THE PROPERTY
10. SUBCONTRACTOR (IF ANY) CoreCivic			
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITION Detention services for residents to include custody, or		cal and subsistence serv	vices.
12. LOCATION (CITY, COUNTY AND STATE)			
T Don Hutto Residential Center, Taylor, Williamson Co	ounty, Texas		
 IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPA 	R THE ABOVE CONTRACT, IT IS RTMENT OF LABOR DETERMINA	S NECESSARY TO ESTABLIS ATION	H THE FOLLOWING RATE(S) FOR THE
NUMBER: 2015-5215, Revision 4*	DA ⁻	12/30/20	016
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Rationale: This position is one grade higher than the entry I GS-6, in the Protective Service Occupations category that h hour in the current wage determination. The proposed wage approximately 6% higher than the Detention Officer rate. M	nas a required rate of \$19.12 p e rate of \$20.27 per hour is	M(S)(S)	
1/4. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTA	ATIVE (IF ANY) 15. SIGNATURE	AND TITLE OF PRIME CONT	RACTOR REPRESENTATIVE
Natasha K. Metcalf			
Natesha K. Metcalf Vice President, Partnership Development	TITLE	nemajn 5	CK APPROPRIATE BOX-REFERENCING BLOCK 13
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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 COUNS	ELOR	2096

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
07	002	Р	Non-Exempt	40	Х	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.

- Provide individual and group counseling to assigned residents.
- Meet with Case Managers to assists 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	3	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.

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Natasha K. Metcalf Vice President, Partnersh		TIVE (IF ANY) 15. SIGNATU	JRE AND TITLE OF PRIME (CONTRACTOR	R REPRESENTATIVE
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T	CHECK APPROPRIATE BOX
١	Y SERVICE CONTRACT
	CONSTRUCTION CONTRACT

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

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NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH	H 16 AND SUBMIT THE REOL	IEST IN OUADBURGATE	THE CO	INTRACTING OFFICER
TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210		PORTING OFFICE)	TO THE CO	NATING OFFICER
3. CONTRACTOR Williamson County			4. DATE	OF REQUEST
5. CONTRACT NUMBER DROIGSA-10-0002 BIDDING) 6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT STARTED 01/27/201		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITION). Detention services for residents to include custody, con		ical and subsistence se	rvices.	
12. LOCATION (CITY, COUNTY AND STATE) T Don Hutto Residential Center, Taylor, Williamson Cou	unty Toyas			
13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER	THE ABOVE CONTRACT. IT	S NECESSARY TO ESTABLIS	SH THE FOL	LLOWING RATE(S) FOR THE
2015-5215 Revision 4*	IMENT OF LABOR DETERMIN	ATION 12/30/2		
NUMBER:	DESCRIPTION(S); DUTIES;	TED:b. WAGE RATI		c. FRINGE BENEFITS PAYMENTS
(Use reverse or attach additional sheets, if nec	essaryl		-107	SI THINGE BENEFITOT ATMENTS
Description: The Resident Counselor is a uniformed, of the Unit Management Team responsible for resolv before they become significant matters, incidents or a services and programs are delivered to residents assumed and manner as designed. A complete job description Rationale: This position is one grade higher than the Officer position, a GS-6, in the Protective Service Ochas a required rate of \$19.12 per hour in the current proposed wage rate of \$20.08 per hour is approximate Detention Officer rate. Methodology is attached.	ring daily resident issues grievances. Ensures the signed to the unit at a time is attached. The entry level Detention cupations category that wage determination. The tely 5% higher than the	at ne	FRACTOR F	REPRESENTATIVE
Natasha K Metcalf Vice President, Partnership Development 16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE	√πту́Е %			RIATE BOX-REFERENCING BLOCK 13.
TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIA	TE - SEE FAR 22.101	9 (SCA)	OR FAR 22.406-3 (DBA))
THE INTERESTED PARTIES AGREE AND THE CONTRACTING AND RECOMMENDATIONS ARE ATTACHED.				
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SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	NO.	MERCIAL TELEPHONE D	ATE SUBM	ITED

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

RETURN TO CONTRACTING OFFICER - RECORD COPY

CHE	K APPROPRIATE BOX
Y	SERVICE CONTRACT
	CONSTRUCTION CONTRA

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

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NOTE: THE CONTRACTOR	R SHALL COMPLETE ITEMS 3 THROUGH	GH 16 AND SI	UBMIT THE REQUI	JEST II	N OUADRUPUICATE	TO THE C	ONTRACTING OFFICER
1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210					G OFFICE)	, TO THE C	CONTROLLING OFFICER
3. CONTRACTOR Williamson County						4. DAT	E OF REQUEST
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010			B. DATE CONTRACT		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
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	residents to include custody, co			ical ar	nd subsistence s	ervices.	
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	al Center, Taylor, Williamson Co	unty, Texas	S				
 IN ORDER TO COMPLE INDICATED CLASSIFICATION 	TE THE WORK PROVIDED FOR UNDER FION(S) NOT INCLUDED IN THE DEPAR	R THE ABOVE	CONTRACT, IT IS	S NECI	ESSARY TO ESTAB	LISH THE F	OLLOWING RATE(S) FOR THE
NUMBER: 2015-5215, Revision 4*				TED: _	12/30	/2016	
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)			N(S); DUTIES;	160: _	b. WAGE RA	TE(S)	c. FRINGE BENEFITS PAYMENTS
Proposed Classifies	(Use reverse or attach additional sheets, if ne tion Title: RESIDENT COUNSE	ecessary)			****		
FGE = GS-7	tion Title: RESIDENT COUNSE	LUK			\$20.08		\$4.27
Description: The Rec	sident Counselor is a uniformed	t socurity t	trained membe				
	ent Team responsible for resol			100.2			
	significant matters, incidents or						
	ns are delivered to residents as						
and manner as desig	ned. A complete job description	n is attache	ed.				
Rationale: This posit	ion is one grade higher than the	e entry leve	el Detention				
	6-6, in the Protective Service O	8					
has a required rate of	f \$19.12 per hour in the current	wage dete	ermination. The	е			
	of \$20.08 per hour is approxima	ately 5% hig	gher than the				
Detention Officer rate	. Methodology is attached.						
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14. SIGNATURE AND TITLE	OF SUBCONTRACTOR REPRESENTAT	TIVE (IF ANY)	15. SIGNATURE	AND T	TITLE OF PRIME CO	NTRACTOR	REPRESENTATIVE
Natasha K. Metcalf	Metter						
Vice President, Partnersh	ip Development						
16. SIGNATURE OF EMPLO	YEE OR REPRESENTATIVE		TIJE , I	200		HECK APPRO	PRIATE BOX-REFERENCING BLOCK 13.
Kital	CUCUO		Kesid	SM	selors	AGR	
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SIGNATURE OF CONTRACT	ING OFFICER OR REPRESENTATIVE		TITLE AND COMM	MERCIA	AL TELEPHONE	DATE SUB	MITED

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DEPARTMENT OF LABOR

2K APPROPRIATE BOX SERVICE CONTRACT CONSTRUCTION CONTRACT

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

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1. TO:	mployment Standards Administration IIVISION OF LABOR	THO AND GO	2. FROM: (REPORT)		E, TO THE C	UNTRACTING OFFICER
3. CONTRACTOR Williamson County			1		4. DATE	OF REQUEST
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF 01/27/2		8. DATE CONTRAC STARTED 01/27/2		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
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	IPTION OF WORK (ATTACH ADDITION residents to include custody, col			and subsistence	services.	
	JNTY AND STATE) al Center, Taylor, Williamson Col TE THE WORK PROVIDED FOR UNDER			CESSARV TO ESTA		
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NSN 7540-01-268-0631 Previous edition is usable	DEPAR	TMENTOF	LABOR	5	STANDAR	D FORM 1444 (REV. 12-90)

CHECK APPROPRIATE BOX
SERVICE CONTRACT
CONSTRUCTION CONTRACT

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

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11. PROJECT AND DESCRI	PTION OF WORK (ATTACH ADDITION	IAL SHEET IF	NEEDED)				
Detention services for	residents to include custody, co	ntrol, acco	untability, medical	l and subsistence	services.		
12. LOCATION (CITY, COL T Don Hutto Residenti	<i>INTY AND STATE)</i> al Center, Taylor, Williamson Co	unty, Texas	s				
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	i, Revision 4*	TIMENT OF L	_ DATED	12/3	0/2016		
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16. SIGNATURE OF EMPLO	YEE OR REPRESENTATIVE		TITLE		CHECK APPROI	PRIATE BOX-REFERENCI	NG BLOCK 13.
J. DWL			Resident L	omselor	AGR	EE DIS	AGREE
TO BE COMPLETED	BY CONTRACTING OFFICER	CHECK A	S APPROPRIATE	- SEE FAR 22.1	019 (SCA)	OR FAR 22.406	-3 (DBA))
THE INTERESTED PAR AND RECOMMENDAT	RTIES AGREE AND THE CONTRACTING IONS ARE ATTACHED.	OFFICER RE	COMMENDS APPROV	VAL BY THE WAGE A	ND HOUR DI	VISION. AVAILABLE	INFORMATION
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CONTRACTING OFFICER - PENDING

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V	SERVICE CONTRACT
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Expires:

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	SHALL COMPLETE ITEMS 3 THROUGH	H 16 AND SU			, TO THE CC	ONTRACTING O	FFICER
1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210							151
3. CONTRACTOR					4. DATE	OF REQUEST	
Williamson County							
5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF 01/27/2		8. DATE CONTRACT WORK STARTED 01/27/2010		9. DATE OPTIC APPLICABLE) (S	ON EXERCISED (IF SCA ONLY)
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O BE COMPLETED	BY CONTRACTING OFFICER	CHECK A	S APPROPRIATE	- SEE FAR 22.10	19 (SCA)	OR FAR 22	.406-3 (DBA))
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	PTION OF WORK (ATTACH ADDITION residents to include custody, co			and subsistence	services.	
	al Center, Taylor, Williamson Cou					
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NUMBER:	, Revision 4*	FACRICATION	_ DATED:	12/3	0/2016	
AND RATIONALE FOR PR	SED CLASSIFICATION TITLES(S); JOB E ROPOSED CLASSIFICATIONS (SCA ONL	DESCRIPTION (Y)	(S); DUTIES;	b. WAGE R	ATE(S)	c. FRINGE BENEFITS PAYMENTS
Proposed Classification Title: RESIDENT COUNSELOR FGE = GS-7 Description: The Resident Counselor is a uniformed, security tra of the Unit Management Team responsible for resolving daily re- before they become significant matters, incidents or grievances. services and programs are delivered to residents assigned to the and manner as designed. A complete job description is attached Rationale: This position is one grade higher than the entry level Officer position, a GS-6, in the Protective Service Occupations of has a required rate of \$19.12 per hour in the current wage deter proposed wage rate of \$20.08 per hour is approximately 5% high Detention Officer rate. Methodology is attached.			esident issues . Ensures that the unit at a time ad. I Detention category that rmination. The ther than the			\$4.27
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WASHINGTON, D.C. 20210	ion -				
3. CONTRACTOR				4. DATE	OF REQUEST
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11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADD Detention services for residents to include custod			and subsistence s	ervices.	
12. LOCATION (CITY, COUNTY AND STATE)					
T Don Hutto Residential Center, Taylor, Williamso	n County, Texa	S			
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(Use reverse or attach additional sheet Proposed Classification Title: RESIDENT COLFGE = GS-7			\$20.08		\$4.27
Description: The Resident Counselor is a unifo	rmed security:	b.—-			
of the Unit Management Team responsible for r					
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and manner as designed. A complete job desc					
Rationale: This position is one grade higher that	on the entry love	ol Dotontion			
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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESE Natasha K. Metcalf Vice President, Partnership Development	ENTATIVE <i>(IF ANY)</i>	15. SIGNATURE ANI	O TITLE OF PRIME CO.	NTRACTOR	REPRESENTATIVE
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DEPARTMENT OF LABOR

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V	SERVICE CONTRACT
	CONSTRUCTION CONTRACT

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

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3. CONTRACTOR				4. DATE	OF REQUEST
Williamson County					
5. CONTRACT NUMBER 6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF 01/27/2		8. DATE CONTRACT STARTED 01/27/20		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic					
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12. LOCATION (CITY, COUNTY AND STATE)					
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13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPAR	RTHE ABOVE (RTMENT OF LA	CONTRACT, IT IS NE BOR DETERMINATIO	CESSARY TO ESTABL N	ISH THE FO	LLOWING RATE(S) FOR THE
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Description: The Resident Counselor is a uniformed of the Unit Management Team responsible for resolv before they become significant matters, incidents or services and programs are delivered to residents assume and manner as designed. A complete job description	sident issues . Ensures that e unit at a time				
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Proposed Classifica	(Use reverse or attach additional sheets, if nec tion Title: RESIDENT COUNSE				\$20.08		\$4.27
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