

### T Don Hutto Residential Center – DROIGSA-10-0002 Senior Resident Supervisor 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 5<sup>th</sup> 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 Senior Resident Supervisor position at South TX Family Residential Center (DROIGSA-06-0002), and the Senior Detention Officer position (an equivalent classification), approved at Webb County Detention Center (ODT-8-C-0002), San Diego Correctional Facility (ODT-5-C-0003), Houston Processing Center (HSCEDM-09-D-00007) and Nevada Southern Detention Center (ODT-8-C-0001), which were based on the same criteria.

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

Job Title	Job Code
SENIOR RESIDENT SUPERVIS	R 9024

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
07	009	SW	Non-Exempt	40	Х	N/A

#### **SUMMARY:**

The Senior Resident Supervisor assists in the supervision of the administrative and operational security activities in a facility. Directly supervises Resident Supervisors assigned to the shift. Provides for the protection of each resident and the preservation of each resident's legal rights. Supervises the count of residents and directs adherence to all key control procedures. Must be able to work any post assignment on any shift.

#### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- Read, understand and comply with specific post orders written for the assigned post.
- Provide general supervision of Resident Supervisors and residents on the shift in the
  performance of their duties and evaluate as prescribed by the facility and corporate
  policy. This includes training new employees; listening to complaints and effectively
  resolving disputes or problems; developing work schedules for subordinates;
  monitoring post assignments; approving leave requests; and preparing resident work
  assignments.
- Conduct inspections of all housing and general use areas to ensure that proper standards, facility operating procedures and corporate guidelines of security, health, safety, sanitation and welfare are maintained; direct staff and resident resources to correct problems detected.
- Assist in supervising the internal and external security of the facility; routinely inspect posts to observe alertness of personnel and to confirm security is properly maintained at all times.
- Assist in the effective management of facility resources.
- Provide for Resident Supervisors to receive, read, understand and log their post orders daily
- Motivate and encourage staff to perform their duties consistent with policy and procedures.

- Communicate responsibilities, authorities and accountability to all direct subordinates so that they are defined and understood.
- Attend scheduled staff meetings and enhance effective communications between administration, staff and residents; assist in maintaining communications and consistency of operation between shifts.
- 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 information, instructions and directions, mediating disputes, advising of rights and processes, and providing reliable testimony in court and other formal settings.
- Prepare or direct the preparation of shift logs, disciplinary reports and other administrative reports and records, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shift; properly processes all reports and documents in a timely manner.
- Review, process and respond (via corporate counsel) to lawsuits and provide any related facility records; attend court and administrative hearings, when necessary.
- Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- Prepare resident work assignment.
- Respond to resident and staff grievances; attempt to resolve disputes and/or problems.
- Escort residents or coordinate the movement of residents to and from different areas; use handcuffs and other appropriate restraints when necessary or required.
- Monitor safety practices and verify safety and accident reports are prepared and disseminated as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies.
- Complete investigations and inquiries as directed with accuracy by gathering information and evidence, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action.
- Apply, instruct and supervise others in the use of restraining equipment.

- Use, instruct, and supervise others in the use of communications equipment.
- Put on, operate and instruct others in the use of a self-contained breathing apparatus in appropriate situations.
- Reliably and repetitively identify residents by visual means.
- Effectively break up a fight and restrain an resident, forcibly if necessary, using handcuffs and other restraints; subdue resisting residents using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
- Aid in preventing escapes; pursue fleeing residents, take part in searches for escaped residents and other duties which may involve quickly entering and exiting secured areas; effecting the movement of heavy objects from one place to another; accessing elevated surfaces; passing through openings; moving over obstacles and in confined areas and using force to gain entrance.
- Perform searches of people, objects capable of concealing contraband, buildings and outdoor areas which will involve detecting and identifying objects, moving throughout the facility building(s) and/or grounds for long periods of time and detaining people.
- Engage in functions in confined areas that include such things as serving food, working rotating shifts, extended patrol and 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 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.
- Perform periodic resident counts.
- Verify the activity's schedule is followed and that resident's receive the opportunity for recreation as required by standards and policy.
- Inspect unclothed residents visually, with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.

Job Title		Job Code
	SENIOR RESIDENT SUPERVISOR	9024

- 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; apply management techniques to problems of administration and devise workable solutions.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Operate a vehicle during both the day and night where driving conditions can include congested traffic and unsafe road conditions caused by factors such as fog, rain, ice and snow.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- Occasional domestic U. S. travel for training or emergency situations is required.

#### **QUALIFICATIONS:**

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

With written approval from Corporate Operations and/or Human Resources, the warden or facility administrator may waive any or all experience requirements if none of the applicants has all the qualifications and/or exhibits a superior level of job performance and demonstrates exceptional knowledge of company policies and procedures.

# SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Senior Resident Supervisor	9024	07	40	Х	N/A

GROUP I (Number of ho	Intermittent	Constant			
Sitting				<1	
Standing				<1	
Walking				>6	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	150		Х		
Carrying up to	25		Х		
Pushing up to	150		Х		
Pulling up to	150		Х		
GROUP III		N/A	Occasionally	Frequently	Continuously
Squatting			X		
Bending				Х	
Kneeling			Х		
Reaching				Х	
Twisting				Х	
Crawling			X		
Ladder Climbing			X		
Stair Climbing				X	
Other Climbing - Desc	ribe:		X		
GROUP IV		N/A	Occasionally	Frequently	Continuously
Walking on rough ground				X	
Exposure to changes of ten	nperature or			X	
Exposure to dust, fumes or	gases			X	
Being near moving machine	ery		Х		
Working from heights			X		
Exposure to Infectious Dise	eases		X		
Driving			X		
Mental Alertness					Х

#### OTHER CHARACTERISTICS:

#### Use of the Following Equipment:

Vehicles, tools, computers, hand radio, gas mask, self contained breathing apparatus, metal detectors, firearms, electronic restraints, hand and leg cuffs, belly chains, and other restraint devices.

<u>Travel</u>: Occasional local and long distance ground travel; occasional long distance air travel.

#### Additional Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasional lift and/or move up to 150 lbs.

Specific vision abilities required include close, color, distance and peripheral vision; depth perception; and ability to adjust focus.

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sources. 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 2. FROM: (REPORTING OFFICE) ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210 3. CONTRACTOR 4. DATE OF REQUEST Williamson County 5. CONTRACT NUMBER 7. DATE OF AWARD 6. DATE BID OPENED (SEALED 8. DATE CONTRACT WORK 9. DATE OPTION EXERCISED (IF BIDDING) STARTED 01/27/2010 APPLICABLE) (SCA ONLY) DROIGSA-10-0002 01/27/2010 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 ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION 12/30/2016 2015-5215, Revision 4\* NUMBER: DATED: 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 Proposed Classification Title: SENIOR RESIDENT SUPERVISOR \$20.08 \$4.27 FGE = GS-7 + Description: The Senior Resident Supervisor assists in the supervision of the administrative and operational security activities in a facility. Directly supervises Resident Supervisors assigned to the shift. Provides for the protection of each resident and the preservation of each resident's legal rights. Supervises the count of residents and directs adherence to all key control procedures. Must be able to work any post assignment on any shift. 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. 1/14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) 15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE Natasha K. Metcalf Vice President, Partnership Development CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. 16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE SENIOR RESIDENT **AGREE** DISAGREE SUPERVISOR mundan 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) TITLE AND COMMERCIAL TELEPHONE SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE DATE SUBMITED

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

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NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH	GH 16 AND SUBMIT THE REQUE	ST, IN QUADRUPLICATE 1	O THE C	CONTRACTING OFFICER
TO:     ADMINISTRATOR, Employment Standards Administration     WAGE AND HOUR DIVISION     U.S. DEPARTMENT OF LABOR     WASHINGTON, D.C. 20210	2. FROM: (REPO			
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	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, co		al and subsistence se	vices.	
12. LOCATION (CITY, COUNTY AND STATE) T Don Hutto Residential Center, Taylor, Williamson Co 13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER		NECESSARY TO ESTABLIS		OLLOWING BATEIS! EAD THE
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Proposed Classification Title: SENIOR RESIDENT FGE = GS-7  Description: The Senior Resident Supervisor assists administrative and operational security activities in a fresident Supervisors assigned to the shift. Provides resident and the preservation of each resident's legal of residents and directs adherence to all key control provided any post assignment on any shift. A complete job Rationale: This position is one grade higher than the position, a GS-6, in the Protective Service Occupation required rate of \$19.12 per hour in the current wage of	in the supervision of the facility. Directly supervises for the protection of each rights. Supervises the couprocedures. Must be able to be description is attached.	int o		\$4.27
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CHECK APPROPRIATE BOX SERVICE CONTRACT CONSTRUCTION CONTRACT	OMB No.: Expires:	<b>9000-0089</b> 02/28/96
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CHECK APPROPRIATE BOX
SERVICE CONTRACT
CONSTRUCTION CONTRACT

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

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

#### K APPROPRIATE BOX REQUEST FOR AUTHORIZATION OF OMB No.: 9000-0089 SERVICE CONTRACT ADDITIONAL CLASSIFICATION AND RATE Expires: 02/28/96 CONSTRUCTION CONTRACT 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 2. FROM: (REPORTING OFFICE) ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210 3. CONTRACTOR 4. DATE OF REQUEST Williamson County 5. CONTRACT NUMBER 6. DATE BID OPENED (SEALED 7. DATE OF AWARD 8. DATE CONTRACT WORK 9. DATE OPTION EXERCISED /// BIDDING) DROIGSA-10-0002 01/27/2010 STARTED 01/27/2010 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 2015-5215, Revision 4\* 12/30/2016 DATED 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 necessal Proposed Classification Title: SENIOR RESIDENT SUPERVISOR \$20.08 \$4.27 FGE = GS-7 Description: The Senior Resident Supervisor assists in the supervision of the administrative and operational security activities in a facility. Directly supervises Resident Supervisors assigned to the shift. Provides for the protection of each resident and the preservation of each resident's legal rights. Supervises the count of residents and directs adherence to all key control procedures. Must be able to work any post assignment on any shift. 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

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 DATE SUBMITED

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

Senior Resident Supervisor -

14 SIGNA TURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) 15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

NSN 7540-01-268-0631

Natasha K. Metcalf

Vice President, Partnership Development 16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

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

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.

DISAGREE

AGREE

CHECK APPROPRIATE BOX
CHECK APPROPRIATE BOX  SERVICE CONTRACT
CONSTRUCTION CONTRACT

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

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REQUEST	FOR AUTHORIZATION OF	
<b>ADDITIONAL</b>	CLASSIFICATION AND RATE	

	K APPROPRIATE BOX
V	SERVICE CONTRACT
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OMB No.: **9000-0089** Expires: 02/28/96

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3. CONTRACTOR Williamson County		·			4. DATE	OF REQUEST
5. CONTRACT NUMBER 6. DATE BIDDING	BID OPENED (SEALED	7. DATE OF AWARD 01/27/2010		DATE CONTRACT		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY) CoreCivic						
11. PROJECT AND DESCRIPTION OF Detention services for residen			medical and	subsistence s	ervices.	
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Proposed Classification Titl	se or attach additional sheets, if nec e: SENIOR RESIDENT S	essary) SUPERVISOR	+	\$20.08		\$4.27
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16. SIGNATURE OF EMPLOYEE OR RI	EPRESENTATIVE .	TITLE		C	HECK APPROF	PRIATE BOX-REFERENCING BLOCK 13.
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TO BE COMPLETED BY CO	N I RACTING OFFICER (	OFFICER RECOMMENDS	PRIATE - SE	E FAR 22.10	19 (SCA)	OR FAR 22.406-3 (DBA)) /ISION. AVAILABLE INFORMATION
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NSN 7540-01-268-0631 Previous edition is usable

DEPARTMENT OF LABOR

REQUEST	FOR AUTHORIZATION OF
ADDITIONAL	CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX SERVICE CONTRACT	OMB No.: Expires:	9000-0089 02/28/96
CONSTRUCTION CONTRACT	Expiros.	02/20/00

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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3. CONTRACTOR Williamson County					4. DATE	OF REQUEST
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RETURN TO CONTRACTING OFFICER - RECORD COPY

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	CONSTRUCTION CONTRACT

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

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	IPTION OF WORK (ATTACH ADDITION) r residents to include custody, cor			and subsistence	services.	
12. LOCATION (CITY, COL	JNTY AND STATE)					
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RETURN TO CONTRACTOR - RECORD COPY

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11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITION Detention services for residents to include custody, or			and subsistence s	ervices.	
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NSN 7540-01-268-0631 Previous edition is usable **CONTRACTING OFFICER - PENDING** 

	ST FOR AUTHORIZATION		RVICE CONTRACT	OMB No.: 9000-0	
ADDITION	AL CLASSIFICATION AND	RATE Co	NSTRUCTION CONTRACT	Expires: 02/28/	96
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3. CONTRACTOR Williamson County				4. DATE OF REQUEST	
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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 BATE

CHE	K APPROPRIATE BOX
V	SERVICE CONTRACT
	CONSTRUCTION CONTRACT

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

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NOTE: THE CONTRACTOR	R SHALL COMPLETE ITEMS 3 THROUGH	H 16 AND SU	BMIT THE REQUIEST	IN OLIADRI IPI ICATE	TO THE CON	ITRACTING OFFICER
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3. CONTRACTOR					4. DATE O	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 STARTED 01/27/20		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
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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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### T Don Hutto Residential Center – DROIGSA-10-0002 Laundry Supervisor 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 5<sup>th</sup> 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 Laundry Supervisor position at Webb County Detention Center (ODT-8-C-0002), San Diego Correctional Facility (ODT-5-C-0003), Torrance County Detention Facility (51-02-0062), Eloy Detention Center (DROIGSA-06-0002), and at the South TX Family Residential Center (DROIGSA-06-0002), which were based on the same criteria.

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

Job Title	Job Code
LAUNDRY SUPERVIS	9009

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

#### **SUMMARY:**

The Laundry Supervisor is responsible for the facility laundry operations.

#### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- Conduct inspections of work area and equipment for compliance with the requirements of all applicable policies, procedures, rules, standards and/or health, sanitation and safety laws; report results of inspections as required.
- Verify that all clothing and laundry items are properly cleaned and maintained in good condition; examine items and report deterioration and/or damage; provide for proper repair, exchange or replacement of items; document and destroy items worn beyond repair.
- Inventory items, such as linens and supplies and monitor minimum and maximum levels, in accordance with established procedures; requisition replacement items in a timely manner via the purchase order system.
- Store and dispense cleaning supplies and chemicals in accordance with applicable codes.
- Provide supervision and direction for assigned inmates/residents in the performance of their duties to include proper tracking, safety training and machine operation.
- Prepare work assignments for assigned inmates/residents.
- Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas.
- Assist in the overall facility security plan by conducting counts of inmates/residents
  working in the area; controlling access to equipment and/or supplies; and controlling
  the introduction of contraband items into the facility living areas through proper
  search procedures.

Revised October 2003 Page 1

Job Title		Job Code
LAUNDRY SUPERV	'ISOR	9009

- Monitor the area and make reliable visual identification of inmates/residents, authorized personnel and other individuals to maintain safety and security.
- Prepare and maintain a variety of records and reports to include linen and supply inventory; process reports and documents in a timely manner.
- Thoroughly, neatly and legibly complete required forms or records.
- Create and maintain files in an organized manner, to include sorting, labeling, filing
  and retrieving, in accordance with corporate and facility file retention and storage
  procedures; maintain confidentiality and security of records.
- Monitor safety practices; prepare and disseminate safety and accident reports as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies.
- Communicate effectively and coherently with staff, inmates/residents and visitors, to
  include responding to verbal/written inquiries and requests or referring to appropriate
  staff member; giving information and directions; mediating disputes; advising of
  rights and processes.
- Demonstrate communication skills, including providing reliable testimony, in court and other formal settings as the need may arise.
- Attend scheduled staff meetings and promote effective communications between administration, staff and inmates/residents.
- Participate in in-service and other training programs as required.
- Read, comprehend and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Effect the movement of heavy objects from one place to another; access elevated surfaces; pass through openings; move over obstacles and in confined areas.
- Perform searches of people and objects capable of concealing contraband which will involve detecting and identifying objects, and detaining people.
- Engage in functions in confined areas and physically check doors, windows and other areas to confirm that they are secure.

Revised October 2003 Page 2

Job Title	Job Code
LAUNDRY SUPERVIS	9009

- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- Effectively restrain an inmate, forcibly if necessary, using restraints; subdue resisting inmates/residents.
- Take appropriate action to prevent or diffuse potentially disruptive situations.
- 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 contracts.
- Establish and maintain effective working relations with others.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Operate a vehicle during both the day and night where driving conditions can include congested traffic and unsafe road conditions caused by factors such as fog, rain, ice and snow.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

### **QUALIFICATIONS:**

High school diploma, GED certification or equivalent. One year experience in laundry operation preferred. A valid driver's license is required.

Revised October 2003 Page 3

# SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Laundry Supervisor	9009	05	40	Х	N/A

GROUP I (Number of h		Intermittent	Constant		
Sitting	<2				
Standing	>5				
Walking				>1	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50		Х		
Carrying up to	50		Х		
Pushing up to	50		Х		
Pulling up to	50		X		
GROUP III		N/A	Occasionally	Frequently	Continuously
Squatting			X		
Bending				X	
Kneeling			Х		
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				Х	
Being near moving machinery				X	
Working from heights			Х		
Exposure to Infectious Diseases			Х		
Driving			Х		
Mental Alertness					X

#### OTHER CHARACTERISTICS:

#### Use of the Following Equipment:

Laundry equipment, vehicles, tools, computers, telephone and typewriter.

Travel: Occasional local ground travel.

#### Additional Physical Demands:

While performing the duties of the 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 requirements include:

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

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Description: The Laundry Supervisor is responsible residential center laundry operations. A complete attached.	nsible for the lete job description is	3				
Rationale: This position is one grade higher the Detention Officer position, a GS-6, in the Protection of Cocupations category that has a required rate the current wage determination. The proposed per hour is approximately 5% higher than the Methodology is attached.	ective Service of \$19.12 per hour i d wage rate of \$20.0	8				
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DEPARTMENT OF LABOR

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

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SERVICE CONTRACT

CONSTRUCTION CONTRACT

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

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#### APPROPRIATE BOX REQUEST FOR AUTHORIZATION OF OMB No.: 9000-0089 SERVICE CONTRACT Expires: 02/28/96 ADDITIONAL CLASSIFICATION AND RATE CONSTRUCTION CONTRACT 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 2. FROM: (REPORTING OFFICE) 1. TO: ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210 4. DATE OF REQUEST 3. CONTRACTOR Williamson County 8. DATE CONTRACT WORK 9. DATE OPTION EXERCISED (IF 6. DATE BID OPENED (SEALED 7. DATE OF AWARD 5. CONTRACT NUMBER STARTED 01/27/2010 APPLICABLE) (SCA ONLY) BIDDING) 01/27/2010 DROIGSA-10-0002 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 NECL INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION TO ESTABLISH THE FOLLOWING RATE(S) FOR THE 12/30/2016 2015-5215, Revision 4\* DATED: NUMBER: a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; b. WAGE RATE(S) c. FRINGE BENEFITS PAYMENTS AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary) Proposed Classification Title: LAUNDRY SUPERVISOR \$4.27 \$20.08 FGE = GS-7 Description: The Laundry Supervisor is responsible for the residential center laundry operations. 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) 15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE Natasha K. Metcalf Vice President, Partnership Development CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. TITLE 16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 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 Labori SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE TITLE AND COMMERCE

TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITED

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE		SERVICE CONTRACT  CONSTRUCTION CONT		r O		<b>9000-0089</b> 02/28/96
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CHECK APPROPRIATE BOX

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