

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX

☒ SERVICE CONTRACT

☐ CONSTRUCTION CONTRACT

OMB No.: 9000-0089
Expires: 02/28/98

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		4. DATE OF REQUEST 09/01/2014	
5. CONTRACT NUMBER DROGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/01/2012	8. DATE CONTRACT WORK STARTED 01/01/2012
10. SUBCONTRACTOR (IF ANY) CCA		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)	
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED) Correctional confinement services for Federal inmates 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: 2011-0218, Revision 3	DATED: 12/07/2011	
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(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: Human Resources Assistant FGE = GS-5</p> <p>Description: The Human Resources Assistant performs varied and moderately complex clerical functions and related general office duties that require independent judgment in the use of work methods and procedures in the area of personnel/payroll administration. A complete job description is attached.</p> <p>Rationale: This position is similar to the Personnel Assistant II position, a GS-5, in the Administrative Support and Clerical Occupations category in the SCA Directory of Occupations. The average rate for all the classes listed in the same occupational category, with the same FGE in the applicable contract specific wage determination, is \$15.00 per hour. The proposed wage rate for the Human Resources Assistant position is \$15.00 per hour.</p>	\$15.00	\$3.59

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

Tiffany M. Malar

TITLE

Human Resource Assistant

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

County Jail

10-10-14

USE 7840-01-288-0831
Previous edition is usable

RETURN TO CONTRACTING OFFICER - RECORD COPY

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

Job Title	Job Code
HUMAN RESOURCES ASSISTANT	5076

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
01	005	OC	Non-Exempt	40	X	N/A

SUMMARY:

The Human Resources Assistant performs varied and moderately complex clerical functions and related general office duties that require independent judgment in the use of work methods and procedures in the area of personnel/payroll administration.

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.

- Examines and/or processes personnel action documents using experience in applying personnel/payroll procedures and policies; verifies that the personnel action and payroll forms are complete and consistent to include verifying employment dates and other appropriate information; determines whether further discussion with employees is needed or whether information must be checked against additional files or listings.
- Maintains personnel records, contacts appropriate sources to secure missing items and processes employee changes to include but not limited to promotions, transfers, rates of pay and personal data.
- Processes personnel and payroll documents through regular use of software applications i.e. Kronos, ATS and/or JDE.
- Assists in the implementation and administration of Human Resources policies, procedures and programs.
- May assist with pre-employment screening and new hire orientation process.
- Routinely reviews various logs or reports for accuracy and compliance i.e. hire/term logs, job posting logs, staffing reports.
- Inputs text accurately and produces finished documents efficiently using word processing and spreadsheet programs on a computerized system; copy, compile and distribute as necessary.

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- Independently edits documents making necessary corrections or revisions to include spelling, grammar and sentence structure.
- Creates and maintains 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.
- Collects, sorts and/or distributes interoffice and in-coming mail to include certified and registered mail and packages in accordance with all applicable rules and regulations; prepare; meter, if necessary, out-going mail and packages.
- Assists in conducting physical inventories; records and maintains up-to-date status reports.
- Using appropriate grammar and spelling, routinely composes and creates documents from handwritten or typewritten copy to include letters, memoranda, reports, correspondence, forms, statistical data, etc.
- Communicates effectively and coherently with staff, inmates and visitors; respond to verbal/written inquiries and requests or refer to appropriate staff member; answer telephone, route calls and/or take accurate and legible messages.
- Reads and comprehends correspondence, policies, regulations, procedures, reports, directions for forms completion and other simple or moderately complex documents.
- Endeavors to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
- Monitors the area and make reliable visual identification of inmates/residents, authorized personnel and other individuals for safety and security.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals, and compute rate, ratio and percent.
- Interprets a variety of instructions furnished in written, oral, diagram or schedule form.

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- Participates in in-service and other training programs as required.
- Experience exposure to body fluids and experience encounter with deceased or contagious persons.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

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QUALIFICATIONS:

High school diploma, GED certification or equivalent is required. Two years of experience in full-time clerical, secretarial or administrative office work is required preferably in personnel administration. Additional qualifying education at an accredited college, business school or technical institute in office administration or a related field may be substituted for up to one year of the required experience. Proficiency in Microsoft Office applications is required. Knowledge of JD Edwards and Kronos is strongly preferred. A valid driver's license is required.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Human Resources Assistant	5076	01	40	X	N/A

GROUP I (Number of hours in an 8-hour day)				Intermittent	Constant
Sitting				>4	
Standing				<2	
Walking				<2	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		X		
Carrying up to	25		X		
Pushing up to	25		X		
Pulling up to	25		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, calculator, telephone, copier, typewriter, facsimile, switchboard and various postal equipment to include meter and scales.

Specific vision abilities required by this job include::

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

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.