



**T Don Hutto Residential Center – DROIGSA-10-0002
Recreation 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 on the wage determination or as described in the SCA Directory of Occupations 5th Edition. Pursuant to the guidance of the *Resource Book*, and considering the skills required and duties of the proposed classification, we have determined that this position is one grade higher than the Recreation Specialist position, a GS-7, in the Recreation Occupations category that has a required rate of \$16.07 per hour, in the corresponding wage determination.

The Recreation Supervisor is responsible for planning and supervising the total recreational program for the facility. This position supervises recreation staff in the performance of their duties. The incumbent plans and coordinates special events; supervises the proper issuance, storage and inventory of equipment; and officiates and teaches athletic games. The position maintains a physical inventory of recreational supplies, equipment and/or related materials; orders replacement items in a timely manner; and requisitions appropriate purchases via the purchase order system. This position has a higher level of responsibility and provides oversight and direction to recreation staff, and is more appropriately classified as a Recreation Supervisor. Accordingly, we propose a wage rate of \$17.84 per hour, which was calculated by multiplying the Recreation Specialist rate by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C.

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

Job Title	Job Code
RECREATION SUPERVISOR	2149

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
06	009	SW	Non-Exempt	X	N/A

SUMMARY:

The Recreation Supervisor is responsible for planning and supervising the recreational program for the facility. Plans and coordinates special events such as tournaments and contests, and participates in the development of recreational activities that meet the needs, interests and abilities of the inmate/resident population.

ESSENTIAL FUNCTIONS:

The incumbent should be able to perform all of the following functions at a pace and level of performance consistent with the job performance requirements.

1. Supervises recreation staff in the performance of their duties and evaluates as prescribed by facility and company policy to include, training new employees, evaluating performance and preparing written performance appraisals, listening to concerns and effectively resolving disputes or issues, taking corrective or disciplinary action, developing work schedules, monitoring work assignments, and approving leave requests.
2. Monitors and supervises inmate/resident recreation activities and craft shop operations to ensure compliance with applicable policies, procedures and standards.
3. Plans and coordinates special events; oversees activities to ensure successful event(s) in accordance with the safety and security of facility operations.
4. Participates in the development of recreational activities that meet the needs, interests and abilities of the inmate/resident population.
5. Arranges for the proper equipment and facilities to be available in designated areas as required. Conducts regular inspections of recreational areas to ensure the safety, security and sanitation in accordance with policy, procedure and applicable regulations. Directs staff to correct any issues detected.
6. Keeps abreast of trends in recreational program planning to attain the maximum utilization of resources and facilities.
7. Officiates at and teaches athletic games.

Revised November 2017

*Note: These qualifications apply to employees hired or transferred into this position beginning November 21, 2017; 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
RECREATION SUPERVISOR	2149

8. Monitors recreation program budget, and maintains a physical inventory of recreational supplies, equipment and/or related materials. Orders replacement items in a timely manner, and requisitions appropriate purchases within the guidelines of facility purchasing procedures. Supervises the proper use, issuance, storage and inventory of equipment to avoid waste, loss, and/or damage to equipment. Ensures tools and equipment are in proper working order.
9. Monitors safety practices and the preparation and dissemination of safety and accident reports as required by policy and procedure; takes appropriate action in cases of serious and unusual incidents and emergencies.
10. Prepares correspondence, statistical reports, inventories, logs and/or other documents in a timely manner. Maintains documents and records in accordance with company and facility file retention and storage procedures.
11. Escorts inmates/residents or coordinates the movement of inmates/residents to and from different areas for recreation activities.
12. Domestic U.S. travel may be required.

QUALIFICATIONS*:

Graduate from an accredited college or university with a Bachelor's degree in Recreational Management, Kinesiology, Physical Education or an acceptable related field is required. One year of experience in the supervision of recreation or leisure activities is required. Experience in a correctional setting is preferred. Additional related recreation experience may be substituted for the required education on a year-for-year basis. Experience with Microsoft Office applications or other similar software applications is required. A valid driver's license is required.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Recreation Supervisor	2149	06	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<2			
Standing		>4			
Walking		>2			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50			X	
Carrying up to	50			X	
Pushing up to	50		X		
Pulling up to	50		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending			X		
Kneeling		X			
Reaching			X		
Twisting			X		
Crawling		X			
Ladder Climbing		X			
Stair Climbing		X			
Other Climbing - Describe:	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:

Telephone, copier, computer, facsimile.

Athletic and exercise equipment.

Travel: Frequent 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.

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

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

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

CHECK APPROPRIATE BOX
 SERVICE CONTRACT
 CONSTRUCTION CONTRACT

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

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

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

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

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR
 Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER
 DROIGSA-10-0002

6. DATE BID OPENED (SEALED BIDDING)

7. DATE OF AWARD
 01/27/2010

8. DATE CONTRACT WORK STARTED
 01/27/2010

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

10. SUBCONTRACTOR (IF ANY)
 CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
 Detention services for residents to include custody, control, accountability, medical and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)
 T Don Hutto Residential Center, Taylor, Williamson County, Texas

13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER:	DATED:		
2015-5215, Revision 4*	12/30/2016		
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS	
<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: RECREATION SUPERVISOR FGE = GS-8</p> <p>Description: The Recreation Supervisor is responsible for planning and supervising the recreational program for the facility. Plans and coordinates special events such as tournaments and contests, and participates in the development of recreational activities that meet the needs, interests and abilities of the inmate/resident population. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Recreation Specialist position, a GS-7, in the Recreation Occupations category that has a required rate of \$16.07 per hour. The proposed wage rate is \$17.84 per hour, which is approximately 11% higher than the Recreation Specialist rate, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	\$17.84	\$4.27	

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)
 Naresha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE
 recreation supervisor

TITLE
 recreation supervisor

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

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 CoreCivic

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14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)
 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE/OR REPRESENTATIVE
 recreation supervisor

TITLE

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 COUNTY JUDGE

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 recreation supervisor

TITLE

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TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITTED

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

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 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
 COUNTY JUDGE

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 recreation supervisor

TITLE

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TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITTED

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



T Don Hutto Residential Center – DROIGSA-10-0002
Manager, Learning and Development 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 have determined that this position is one grade higher than the Technical Instructor position, a GS-7, in the Instructional Occupations category that has a required rate of \$21.85 per hour, in the corresponding wage determination.

This position provides direction to students and instructors to ensure consistency in the delivery of approved lesson plan content. Evaluates and provides feedback to ensure quality of instruction. Prepares annual learning and development plan, in cooperation with facility management; assesses and identifies facility development needs and recommends appropriate formal/informal learning and development activities. This position also participates in the review of policies, procedures, and lesson plan materials. The proposed wage rate is \$24.25 per hour, which was calculated by multiplying the Technical Instructor rate by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C.

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

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

SUMMARY:

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

ESSENTIAL FUNCTIONS:

The incumbent should be able to perform all of the following functions at a pace and level of performance consistent with the job performance requirements.

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

Job Title MANAGER, LEARNING AND DEVELOPMENT	Job Code 2156
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6. Collaborates with employees and supervisors to identify individual formal/informal learning and development opportunities to enhance job performance and career development.
7. Leads quarterly Learning and Development Committee meetings to assess and identify facility development needs. Recommends appropriate formal/informal learning and development activities and fosters a positive learning culture.
8. Participates in the review of policies, procedures, and lesson plan materials. Prepares revisions and outlines facility-specific references for appropriate approval.
9. Maintains regular communication with facility management and FSC learning and development staff to discuss facility learning and development activities, concerns, requests, or plan variances. Implements any necessary changes.
10. Reads and comprehends lesson plans, reference materials, correspondence, policies, regulations, procedures, reports, directions, and other simple and moderately complex documents.
11. Domestic U.S travel may be required.

QUALIFICATIONS:

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

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

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

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		2 to 4			
Standing		4 to 6			
Walking		<1			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting			X		
Bending			X		
Kneeling		X			
Reaching			X		
Twisting			X		
Crawling	X				
Ladder Climbing		X			
Stair Climbing		X			
Other Climbing - Describe:					
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground		X			
Exposure to changes of temperature and/or humidity		X			
Exposure to dust, fumes or gases	X				
Being near moving machinery	X				
Working from heights	X				
Exposure to Infectious Diseases		X			
Driving		X			
Mental Alertness				X	

OTHER CHARACTERISTICS:

Use of the following equipment:

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

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

Additional Physical Demands:

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

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

Specific vision abilities required by this job include:

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

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

CHECK APPROPRIATE BOX
 SERVICE CONTRACT
 CONSTRUCTION CONTRACT

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

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

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

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

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR
 Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER
 DROIGSA-10-0002

6. DATE BID OPENED (SEALED BIDDING)

7. DATE OF AWARD
 01/27/2010

8. DATE CONTRACT WORK STARTED
 01/27/2010

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

10. SUBCONTRACTOR (IF ANY)
 CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
 Detention services for residents to include custody, control, accountability, medical and subsistence services.


12. LOCATION (CITY, COUNTY AND STATE)
 T Don Hutto Residential Center, Taylor, Williamson County, Texas

13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 2015-5215, Revision 4* DATED: 12/30/2016

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: MANAGER, LEARNING AND DEVELOPMENT FGE = GS-8</p> <p>Description: The Manager, Learning and Development plans and organizes all staff learning and development activities in compliance with applicable policies, procedures, rules, regulations and standards. Responsible for the supervision and direction of all students, instructors and learning activities. Identifies facility and individual development needs. Monitors and/or leads learning and development sessions, providing a learning environment that promotes self-development. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Technical Instructor position, a GS-7, in the Instructional Occupations category that has a required rate of \$21.85 per hour. The proposed wage rate is \$24.25 per hour, which is approximately 11% higher than the Technical Instructor rate, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	\$24.25	\$4.27

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)
 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE


TITLE: Learning Manager

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.

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 CoreCivic

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 Natasha K. Metcalfe
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE
 Michael J. ...
 TITLE: Learning Manager

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
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SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE TITLE AND COMMERCIAL TELEPHONE NO. DATE SUBMITTED

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

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10. SUBCONTRACTOR (IF ANY)
 CoreCivic

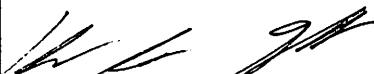
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12. LOCATION (CITY, COUNTY AND STATE)
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 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE


TITLE
 Learning Manager

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3. CONTRACTOR Williamson County	4. DATE OF REQUEST _____
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Learning Manager	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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