



**T Don Hutto Residential Center - DROIGSA-10-0002**  
**Master Scheduler 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 the 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 Personnel Assistant II position, a GS-5, in the Administrative Support and Clerical Occupations category that has a required rate of \$19.34 per hour, in the corresponding wage determination.

The Master Scheduler serves as the point of contact for all workforce management processes and is responsible for efficient scheduling to ensure safe and secure facility operations. This position may be involved in identifying, documenting and communicating potential scheduling issues with facility management, to avoid any service disruption. The primary responsibilities of the position require a higher skill level than the Personnel Assistant II, but do not rise to the level of the Personnel Assistant III on the wage determination. Master Scheduler duties do not involve interviewing applicants, obtaining references or making recommendations for job placement. External contacts outside the organization are minimal as this position is primarily involved in working with internal staff and facility management. This position is not involved in identifying grievance procedures or making recommendations on job classification, wage rates or employee salaries. The position is more appropriately classified as a Master Scheduler, accordingly we are proposing the wage rate of \$20.31 per hour, which is approximately 5% higher than the Personnel Assistant II rate.

This methodology is consistent with conformance approvals for the Master Scheduler position at South TX Family Residential Center (DROIGSA-06-0002), Adams County Correctional Center (DJB1PC-010), Eden Detention Center (DJB1PC-005), McRae Correctional Facility (DJB1PC-016), Leavenworth Detention Center (ODT-7-C-0002), Northeast Ohio Correctional Center (DJB1PC-002), Central Arizona Detention Center (ODT-9-C-0001), Florence Correctional Center (ODT-9-C-0001), and Tarrant 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 Master Scheduler position at the T Don Hutto Residential Center.

Job Title	Job Code
<b>MASTER SCHEDULER</b>	<b>5082</b>

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

**SUMMARY:**

The Master Scheduler is responsible to plan, staff and schedule personnel resources according to applicable policies, standards and contract requirements. Ensures adequate coverage of all security posts and essential positions and is also responsible to monitor all workforce management processes at the local facility level. Manages schedule/shift adjustments to optimize schedule adherence and provide overall staffing efficiencies.

**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.

- Implements and maintains the approved workforce management platform at the local facility level to include but not be limited to the development of shift rosters for each shift, scheduling of annual in-service training and partner-mandated training; determines the appropriate number of scheduled absences allowed per day and coordinates leave requests in accordance with policy to ensure adequate coverage of posts.
- Works with facility management to revise shift cards as needed to provide a fair balance in staff level and in experience on all shifts. Creates schedules, using fair scheduling practices which ensures achievement of safe and secure facility operations; contract compliance; schedule adherence and other financially impacting goals. Makes adjustments accordingly.
- Member of the Incident Command System working directly with facility management to provide updated staffing and schedule information. Develops working partnerships with the Human Resources, Payroll and Training departments to ensure items impacting schedules and shift rosters are properly communicated and documented.
- Serves as the primary contact for the overtime tracking process. Keys overtime reasons into Kronos.
- Conducts weekly meetings with facility management to discuss issues related to any schedule impacting items.

Job Title	Job Code
<b>MASTER SCHEDULER</b>	<b>5082</b>

- Ensures that each employee receives required training and verifies that all training requirements are satisfied prior to scheduling employee.
- Domestic US travel may be required

### **QUALIFICATIONS:**

High school diploma, GED certification or equivalent required. Associate's degree preferred. One year experience with shift scheduling required. Additional qualifying education at an accredited college, business school or technical institute in office administration or a related field may be substituted for the one year of required experience. Two years correctional industry experience preferred. Demonstrated proficiency in Microsoft Office applications, especially Microsoft Excel, required. Experience with Kronos or other timekeeping systems preferred. Strong analytical, oral and written communication and interpersonal skills required. Knowledge of workforce management theory and best practices 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
Master Scheduler	5082	01	---	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		>5			
Standing		<1			
Walking		2			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	30		X		
Carrying up to	30		X		
Pushing up to	30		X		
Pulling up to	30		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.

Travel: Occasional local ground travel; occasional long distance ground or air travel.

Specific vision abilities required by this job include::

Close, distance, and color, 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.

# REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX  
 SERVICE CONTRACT  
 CONSTRUCTION CONTRACT

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

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

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

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

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR  
 Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER  
 DROIGSA-10-0002

6. DATE BID OPENED (SEALED BIDDING)

7. DATE OF AWARD  
 01/27/2010

8. DATE CONTRACT WORK STARTED  
 01/27/2010

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

10. SUBCONTRACTOR (IF ANY)  
 CoreCivic

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

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

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

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

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

b. WAGE RATE(S)

c. FRINGE BENEFITS PAYMENTS

*(Use reverse or attach additional sheets, if necessary)*

**Proposed Classification Title: MASTER SCHEDULER**

**FGE = GS-6**

Description: The Master Scheduler is responsible for planning, staffing and scheduling personnel resources according to applicable policies, standards and contract requirements. Ensures adequate coverage of all security posts and essential positions and is also responsible for monitoring all workforce management processes at the residential center. Manages schedule/shift adjustments to optimize schedule adherence and provide overall staffing efficiencies. A complete job description is attached.

Rationale: This position is one grade higher than the Personnel Assistant II position, a GS-5, in the Administrative Support and Clerical Occupations category that has a required rate of \$19.34 per hour. The Master Scheduler serves as the point of contact for all workforce management processes and is responsible for efficient scheduling to ensure safe and secure facility operations. May be involved in identifying, documenting and communicating potential scheduling issues with facility management, to avoid any service disruption. The proposed wage rate of \$20.31 per hour is approximately 5% higher than the Personnel Assistant II rate. Methodology is attached.

**\$20.31**

**\$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  
 [Signature]

TITLE  
 Master Scheduler

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

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)  
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<p>(Use reverse or attach additional sheets, if necessary)</p> <p><b>Proposed Classification Title: MASTER SCHEDULER</b>  <b>FGE = GS-6</b></p> <p>Description: The Master Scheduler is responsible for planning, staffing and scheduling personnel resources according to applicable policies, standards and contract requirements. Ensures adequate coverage of all security posts and essential positions and is also responsible for monitoring all workforce management processes at the residential center. Manages schedule/shift adjustments to optimize schedule adherence and provide overall staffing efficiencies. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Personnel Assistant II position, a GS-5, in the Administrative Support and Clerical Occupations category that has a required rate of \$19.34 per hour. The Master Scheduler serves as the point of contact for all workforce management processes and is responsible for efficient scheduling to ensure safe and secure facility operations. May be involved in identifying, documenting and communicating potential scheduling issues with facility management, to avoid any service disruption. The proposed wage rate of \$20.31 per hour is approximately 5% higher than the Personnel Assistant II rate. Methodology is attached.</p>	<b>\$20.31</b>	<b>\$4.27</b>

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

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 [Signature]

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

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE  
 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
 [Signature]

TITLE  
 Master Scheduler

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3. CONTRACTOR Williamson County	4. DATE OF REQUEST
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5. CONTRACT NUMBER DROIGSA-10-0002	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 01/27/2010	8. DATE CONTRACT WORK STARTED 01/27/2010	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
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10. SUBCONTRACTOR (IF ANY)  
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
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Master Scheduler	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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**T Don Hutto Residential Center – DROIGSA-10-0002**  
**Chaplain 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, the level of responsibility, and scope of work, we have determined that this position falls under the Miscellaneous Occupations category, and is comparable to an FGE GS-8 level position in the SCA Directory of Occupations 5<sup>th</sup> Edition.

The Chaplain coordinates all religious services, programs, and related activities at the residential center. Provides pastoral care, including pastoral counseling. Plans, facilitates or conducts various religious services and programs. Arranges emergency phone calls or visits for residents to address issues involving serious illness, death, or other emergency. The incumbent also establishes and maintains working relationships with community ministerial associations and organizations, churches, mosques, and synagogues, civil organizations, volunteer organizations, and individuals whose participation and support may enhance and improve chaplaincy and religious services programs and activities. The position manages and tracks religious needs and requirements specific to the various religious practices within the resident population.

We identified one occupation in the Miscellaneous Occupations category, with the same FGE GS-8 as the occupation to be conformed; the Marketing Analyst, however this position is not similar in job duties nor skill level, to the Chaplain position. Furthermore, the wage rate listed in the wage determination is higher than occupations at the FGE GS-9 and would not establish a good pay relationship for the position to be conformed. We identified three occupations in the same broad occupational category at an FGE GS-9; the Embalmer, the Flight Follower and the Mortician classifications. We multiplied by 0.9 to the lower grade for each FGE and averaged the computed figures, in accordance with the SCA Conformance Guide, Appendix C. Based on this analysis, we propose that the Chaplain position be conformed at a wage rate of \$22.46 per hour.

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

Job Title	Job Code
<b>CHAPLAIN</b>	<b>2142</b>

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
06	002	P	Non-Exempt	X	N/A

**SUMMARY:**

The Chaplain coordinates all religious services, programs, and related activities at the facility. Provides pastoral care, including pastoral counseling.

**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. Provides pastoral care to inmates/residents and staff as needed or requested. Plans, facilitates or conducts various religious services and programs.
2. Provides direction and oversight regarding “emergency” and/or “crisis” messages while ensuring that such reports are accurate, verified, and appropriately documented. Arranges emergency phone calls or visits to address issues involving serious illness, death, or other emergency.
3. Makes rounds of all housing units, special or restricted housing, medical housing or other areas of facility on a regular basis.
4. Coordinates and manages the recruitment, administrative oversight, training, and scheduling of volunteers providing services to and within the facility.
5. Manages departmental resources, inventories of supplies, donated materials, equipment, and areas assigned to the chaplaincy in compliance with policy.
6. Prepares and disseminates reports as required by policy including, but not limited to, religious services, volunteer services, inmate programs, and safety, in a timely and professional manner.
7. Complies with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
8. Establishes and maintains working relationships with community ministerial associations and organizations, churches, mosques, and synagogues, civil organizations, volunteer organizations, and individuals whose participation and

Job Title	CHAPLAIN	Job Code	2142
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support may enhance and improve chaplaincy and religious services programs and activities.

9. Manages and tracks religious needs and requirements specific to the various religious practices within the facility population to include diets, personal items, literature, and resources in concert with recognized correctional policy, practices and the directives of facility administration.
10. Domestic U.S. travel may be required.

**QUALIFICATIONS:**

Graduate from an accredited college or university with a Bachelor's degree is required, preferably in Divinity, Theology or Religion. A Master's Degree from a Seminary, School of Theology, or University in Divinity, Theology, Biblical Studies, or a related field is preferred. Three years of full-time pastoral experience is required. Eligibility for denominational endorsement or equivalent certification is required. Clinical Pastoral Education is preferred. Must obtain one unit of CPE within eighteen (18) months of hire date if not currently held. Must demonstrate knowledge of the principles and methods of conducting religious services, teaching religions studies, administering sacraments, and the methods, principles, and practices of counseling. A valid driver's license is required.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Chaplain	2142	05	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		>6			
Standing		<1			
Walking		<1			
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:					
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 and copier.

**Travel:** Frequent local ground travel; occasional long distance ground and/or 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.

**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**

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 SERVICE CONTRACT  
 CONSTRUCTION CONTRACT

OMB No.: 9000-0089  
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 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)
<i>(Use reverse or attach additional sheets, if necessary)</i> <b>Proposed Classification Title: CHAPLAIN</b> <b>FGE = GS-8</b> Description: The Chaplain coordinates all religious services, programs, and related activities at the residential center. Provides pastoral care, including pastoral counseling. A complete job description is attached. Rationale: This position is not listed in the wage determination and the work performed is not covered by the classifications described in the SCA Directory of Occupations. We have determined that this position falls under the Miscellaneous Occupations category, and is comparable to an FGE GS-8 level position in the SCA Directory of Occupations. We identified three occupations in the Miscellaneous Occupations category at an FGE GS-9. We calculated the percentage to the lower grade for each FGE and averaged the computed figures, in accordance with the SCA Conformance Guide, Appendix C. Based on this analysis, we propose that the Chaplain position be conformed at a wage rate of \$22.46 per hour. Methodology is attached.	\$22.46
	c. FRINGE BENEFITS PAYMENTS
	\$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  
 H. P. Sperritt  
 TITLE: Chaplain

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))

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Natascha K. Metcalf  
Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE  
COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
A. R. Spewart

TITLE  
Chaplain

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 A.R. Spentz

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  
Program Facilitator 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 General Clerk II position, a GS-3, in the Administrative Support and Clerical Occupations category that has a required rate of \$14.51 per hour, in the corresponding wage determination. This position is more appropriately classified as a Program Facilitator, accordingly we propose the wage rate of \$15.24 per hour, which is approximately 5% higher than the General Clerk II rate.

This methodology is consistent with conformance approvals for the Program Facilitator position at South TX Family Residential Center (DROIGSA-06-0002), McRae Correctional Facility (DJB1PC-016), Adams County Correctional Center (DJB1PC-010), Cibola County Correctional Center (DJB1PC-011), Northeast Ohio Correctional Center (DJB1PC-002), and Leavenworth Detention Center (ODT-7-C-0002), which were based on the same criteria.

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

Job Title	Job Code
<b>PROGRAM FACILITATOR</b>	<b>2083</b>

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
Various	005	OC	Non-Exempt	X	N/A

**SUMMARY:**

The Program Facilitator conducts various programs in a group setting to inmates/residents assigned to residential and non-residential programs. Interviews and assesses prospective program participants to determine individual and group needs. Implements a wide range of programs.

**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 and programs will be contained in Appendix A.

1. Plans, conducts or facilitates workshops, and group activities specific to programs by facilitating group discussions, lecturing, demonstrating, and using audio and/or visual aids and other material to supplement program curriculum. Follows standard curriculum for the program and supervises all program activity.
2. Creates and maintains an environment that is conducive to learning and personal growth of inmates/residents by establishing standards of behavior and participation, and encourages inmates/residents to maintain these standards.
3. Coordinates admissions, evaluations, program completion, and program termination information with other interested staff and departments. Maintains and monitors confidentiality of inmates/residents and administrative files.
4. Evaluates progress of assigned inmates/residents and reviews status to verify that programs are completed.
5. Utilizes established company, facility, and correctional policies and procedures in making decisions.
6. Prepares and maintains a variety of standard narrative, statistical, summary and/or operational records, reports and logs, to include attendance and other statistical information. Properly processes all reports and documents in a timely manner.

---

Revised September 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
<b>PROGRAM FACILITATOR</b>	<b>2083</b>

7. Attends scheduled staff meetings, group meetings, and other staff or 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. Assists in supervision of inmates/residents, both within the facility and during program activities.
9. Escorts inmates/residents or coordinates the movement of inmates/residents to and from different areas.
10. 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.
11. Maintains equipment, tools and supplies as required. Orders replacement items in a timely manner via the purchase order system.
12. Domestic U.S. travel may be required.

**QUALIFICATIONS\*:**

High School diploma, GED certification or equivalent is required. Sixty (60) credit hours of college coursework is required. Experience facilitating and delivering programs related to work assignment may be substituted for the educational requirement on a year-for-year basis. Experience with custody and control of inmates/residents preferred. A valid driver's license is required.

---

Revised September 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.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Program Facilitator	2083	Various	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		5			
Standing		2			
Walking		1			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		X		
Carrying up to	10		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, facsimile, calculator, computer, overhead projector and related audio/visual equipment.

#### 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 by this job include:

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

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

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

NUMBER: 2015-5215, Revision 4*	DATED: 12/30/2016	
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p>(Use reverse or attach additional sheets, if necessary)</p> <p><b>Proposed Classification Title: PROGRAM FACILITATOR</b></p> <p><b>FGE = GS-4</b></p> <p>Description: The Program Facilitator conducts various programs in a group setting to residents assigned to residential and non-residential programs. Interviews and assesses prospective program participants to determine individual and group needs. Implements a wide range of social and behavioral programs. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the General Clerk II position, a GS-3, in the Administrative Support and Clerical Occupations category that has a required rate of \$14.51 per hour. The proposed wage rate of \$15.24 per hour is approximately 5% higher than the General Clerk II rate. Methodology is attached.</p>	<b>\$15.24</b>	<b>\$4.27</b>

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  
 Mamee Hernandez

TITLE  
 Program Facilitator

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.  
 AGREE  DISAGREE

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

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITTED

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

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

CHECK APPROPRIATE BOX  
 SERVICE CONTRACT  
 CONSTRUCTION CONTRACT

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

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 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

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

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 CoreCivic

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 Vice President, Partnership Development

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 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
*Manuel Garcia*  
 TITLE: Program Facilitator

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Natascha K. Metcalf  
Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE  
COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
Mariano James

TITLE  
Program Facilitator

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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**  
**Safety 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 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 have determined that this position is one grade higher than the Safety Coordinator position, previously conformed at an FGE GS-7 (attachments enclosed).

The Safety Manager ensures facility safety compliance and keeps abreast of relevant health, safety, sanitation and environmental policies, laws, regulations, and codes. This position provides technical guidance to management recommending corrective action and preventive measures as required. The incumbent establishes and leads programs to evaluate and monitor safety, health, and environmental practices ensuring compliance with all applicable company policies, customer contracts, federal, state, and local regulations/codes. The position interfaces with regulatory agencies, safety committee members, and facility staff to address concerns and formulate corrective actions, and designs and conducts safety training for facility staff and residents. The incumbent also leads and ensures completion of job hazard assessments, fire drills, facility reviews, routine inspections, and safety audits and develops and maintains a program to ensure all existing and new products, chemicals, and safety equipment are evaluated for risk and compliance to safety, health and environmental policies, and regulations.

This position is more appropriately classified as a Safety Manager, accordingly, we propose a wage rate of \$23.56 per hour. The proposed wage rate was calculated by multiplying the Detention Officer rate, an FGE GS-6, in the Protective Service Occupations category, which has a required rate of \$19.12 per hour, 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 Safety Manager position at the T Don Hutto Residential Center.

Job Title	Job Code
<b>SAFETY MANAGER</b>	<b>9087</b>

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
01	002	P	Non-Exempt	X	N/A

**SUMMARY:**

The Safety Manager is responsible for promoting and encouraging a safe and environmentally sound culture. Ensures facility safety compliance and keeps abreast of relevant health, safety, sanitation and environmental policies, laws, regulations, and codes. Provides technical guidance to management recommending corrective action and preventive measures as required.

**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. Establishes and leads programs to evaluate and monitor safety, health, and environmental practices ensuring compliance with all applicable company policies, customer contracts, federal, state, and local regulations/codes. Promotes a zero injury/illness safety culture.
2. Interfaces with regulatory agencies, safety committee members, and facility staff to address concerns and formulate corrective actions.
3. Designs and conducts safety training for facility staff and inmates/residents. Ensures staff training and corrective action follow-ups are completed.
4. Monitors contractor safety activities to ensure services are performed in accordance with company guidelines, regulations and code to maintain the safety and security of staff, inmates/residents and facility.
5. Leads and ensures completion of job hazard assessments, fire drills, facility reviews, routine inspections, and safety audits.
6. Develops and maintains a program to ensure all existing and new products, chemicals, and safety equipment are evaluated for risk and compliance to safety, health and environmental policies, and regulations.

Job Title	Job Code
<b>SAFETY MANAGER</b>	<b>9087</b>

7. Prepares and maintains reports and records as required by policy and procedure, contract requirements and government regulations to include, injury/incident reports, OSHA logs, fit test records, and Safety Data Sheet reviews.
8. Ensures the facility has a program involving departmental representative to complete accident investigation, data and root cause analysis, and recurrence prevention programs and procedures.
9. Responds and provides assistance to all emergency situations or staff-related incidents. Takes initiative to maintain safe environment, and recommends disciplinary action where necessary.
10. Domestic U. S. travel may be required.

#### **QUALIFICATIONS:**

High School diploma, GED certification, or equivalent is required. One year of safety, fire and life safety, health and environmental, or risk management experience is required. Additional education in safety, environmental health, industrial hygiene, risk management, or other related field may be substituted for the required experience on a year-for-year basis. OSHA 511 certification is preferred. Must demonstrate ability and be willing to complete any required fire/safety training or other additional training. Experience in Microsoft Office 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
Safety Manager	9087	01	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<3			
Standing		<1			
Walking		>4			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	25		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:

Calculator, telephone, copier, facsimile, and computer.

Industrial hygiene equipment such as sound level meter, anemometer, light meter, gas meter and fit testing equipment.

Travel: Occasional local ground travel; occasional long distance ground or air travel.

#### Specific vision abilities required by this job include::

Close, distance, and color, 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.

**REQUEST FOR AUTHORIZATION OF  
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<p>(Use reverse or attach additional sheets, if necessary)</p> <p><b>Proposed Classification Title: SAFETY MANAGER</b></p> <p><b>FGE = GS-8</b></p> <p>Description: The Safety Manager is responsible for promoting and encouraging a safe and environmentally sound culture. Ensures facility safety compliance and keeps abreast of relevant health, safety, sanitation and environmental policies, laws, regulations, and codes. Provides technical guidance to management recommending corrective action and preventive measures as required. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Safety Coordinator position, which was previously conformed at an FGE GS-7. The proposed wage rate of \$23.56 per hour was calculated by multiplying the Detention Officer rate, an FGE GS-6, in the Protective Service Occupations category, which has a required rate of \$19.12 per hour, by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	<p><b>\$23.56</b></p>	<p><b>\$4.27</b></p>

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Natasha K. McCall  
Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE  
COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
Sue Belman

TITLE

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 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><b>Proposed Classification Title: SAFETY MANAGER</b>  <b>FGE = GS-8</b></p> <p>Description: The Safety Manager is responsible for promoting and encouraging a safe and environmentally sound culture. Ensures facility safety compliance and keeps abreast of relevant health, safety, sanitation and environmental policies, laws, regulations, and codes. Provides technical guidance to management recommending corrective action and preventive measures as required. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Safety Coordinator position, which was previously conformed at an FGE GS-7. The proposed wage rate of \$23.56 per hour was calculated by multiplying the Detention Officer rate, an FGE GS-6, in the Protective Service Occupations category, which has a required rate of \$19.12 per hour, by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	<p><b>\$23.56</b></p>	<p><b>\$4.27</b></p>

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  
 F/S Manager

TITLE: F/S 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.
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(Send copies 1, 2, and 3 to Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITTED

# REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX

SERVICE CONTRACT

CONSTRUCTION CONTRACT

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

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

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

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

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR  
Williamson County

4. DATE OF REQUEST

5. CONTRACT NUMBER  
DROIGSA-10-0002

6. DATE BID OPENED (SEALED BIDDING)

7. DATE OF AWARD  
01/27/2010

8. DATE CONTRACT WORK STARTED  
01/27/2010

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

10. SUBCONTRACTOR (IF ANY)  
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)  
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NUMBER: 2015-5215, Revision 4\* DATED: 12/30/2016


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b. WAGE RATE(S)

c. FRINGE BENEFITS PAYMENTS

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
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 Natasha K. Metcalf  
 Vice President, Partnership Development

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 COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
  
 FGE Manager

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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.

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

CHECK APPROPRIATE BOX

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Vice President, Partnership Development

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COUNTY JUDGE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE  
Joe Belman

TITLE  
FGE Manager

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.  
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