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REGISTER OF WAGE DETERMINATIONS UNDER  
 THE SERVICE CONTRACT ACT  
 By direction of the Secretary of Labor

U. S. DEPARTMENT OF LABOR  
 EMPLOYMENT STANDARDS ADMINISTRATION  
 WAGE AND HOUR DIVISION  
 WASHINGTON D. C. 20210

Shirley F. Ebbesen Division of  
 Director Wage Determinations

Wage Determination No. : 2005-2361  
 Revision No. : 7  
 Date Of Revision: 07/25/2008

State: New Mexico

Area: New Mexico Counties of Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe,  
 Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval,  
 Santa Fe, Socorro, Taos, Torrance, Valencia

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.87
01012 - Accounting Clerk II	14.45
01013 - Accounting Clerk III	16.16
01020 - Administrative Assistant	17.52
01040 - Court Reporter	18.61
01051 - Data Entry Operator I	10.76
01052 - Data Entry Operator II	13.44
01060 - Dispatcher, Motor Vehicle	14.89
01070 - Document Preparation Clerk	13.86
01090 - Duplicating Machine Operator	13.86
01111 - General Clerk I	10.55
01112 - General Clerk II	11.70
01113 - General Clerk III	13.00
01120 - Housing Referral Assistant	16.36
01141 - Messenger Courier	9.51
01191 - Order Clerk I	10.81
01192 - Order Clerk II	12.91
01261 - Personnel Assistant (Employment) I	13.67
01262 - Personnel Assistant (Employment) II	15.11
01263 - Personnel Assistant (Employment) III	16.85
01270 - Production Control Clerk	20.27
01280 - Receptionist	10.46
01290 - Rental Clerk	12.25
01300 - Scheduler, Maintenance	12.92
01311 - Secretary I	12.92
01312 - Secretary II	14.45
01313 - Secretary III	16.36
01320 - Service Order Dispatcher	13.47
01410 - Supply Technician	17.52
01420 - Survey Worker	13.50
01531 - Travel Clerk I	11.12
01532 - Travel Clerk II	12.01
01533 - Travel Clerk III	12.77

01611 - Word Processor I	11.91
01612 - Word Processor II	13.37
01613 - Word Processor III	14.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.20
05010 - Automotive Electrician	17.26
05040 - Automotive Glass Installer	15.07
05070 - Automotive Worker	15.07
05110 - Mobile Equipment Servicer	12.86
05130 - Motor Equipment Metal Mechanic	17.13
05160 - Motor Equipment Metal Worker	15.07
05190 - Motor Vehicle Mechanic	17.26
05220 - Motor Vehicle Mechanic Helper	12.97
05250 - Motor Vehicle Upholstery Worker	15.07
05280 - Motor Vehicle Wrecker	15.07
05310 - Painter, Automotive	16.37
05340 - Radiator Repair Specialist	15.07
05370 - Tire Repairer	10.94
05400 - Transmission Repair Specialist	17.13
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.60
07041 - Cook I	9.75
07042 - Cook II	11.12
07070 - Dishwasher	6.85
07130 - Food Service Worker	8.37
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	7.22
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.65
09040 - Furniture Handler	11.44
09080 - Furniture Refinisher	14.65
09090 - Furniture Refinisher Helper	12.45
09110 - Furniture Repairer, Minor	13.85
09130 - Upholsterer	14.65
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.63
11060 - Elevator Operator	8.16
11090 - Gardener	12.65
11122 - Housekeeping Aide	9.09
11150 - Janitor	9.09
11210 - Laborer, Grounds Maintenance	9.20
11240 - Maid or Houseman	7.28
11260 - Pruner	7.72
11270 - Tractor Operator	11.59
11330 - Trail Maintenance Worker	9.20
11360 - Window Cleaner	10.47
12000 - Health Occupations	
12010 - Ambulance Driver	14.92
12011 - Breath Alcohol Technician	16.40
12012 - Certified Occupational Therapist Assistant	20.93
12015 - Certified Physical Therapist Assistant	17.37
12020 - Dental Assistant	13.77
12025 - Dental Hygienist	34.96
12030 - EKG Technician	26.19
12035 - Electroneurodiagnostic Technologist	26.19
12040 - Emergency Medical Technician	15.94
12071 - Licensed Practical Nurse I	15.48
12072 - Licensed Practical Nurse II	17.29
12073 - Licensed Practical Nurse III	19.27
12100 - Medical Assistant	12.51
12130 - Medical Laboratory Technician	17.23
12160 - Medical Record Clerk	11.25
12190 - Medical Record Technician	13.54

12195 - Medical Transcriptionist	13.60
12210 - Nuclear Medicine Technologist	36.03
12221 - Nursing Assistant I	9.47
12222 - Nursing Assistant II	10.64
12223 - Nursing Assistant III	11.63
12224 - Nursing Assistant IV	13.04
12235 - Optical Dispenser	12.70
12236 - Optical Technician	12.60
12250 - Pharmacy Technician	13.39
12280 - Phlebotomist	13.04
12305 - Radiologic Technologist	23.65
12311 - Registered Nurse I	23.18
12312 - Registered Nurse II	28.36
12313 - Registered Nurse II, Specialist	28.36
12314 - Registered Nurse III	34.31
12315 - Registered Nurse III, Anesthetist	34.31
12316 - Registered Nurse IV	41.13
12317 - Scheduler (Drug and Alcohol Testing)	20.31
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.13
13012 - Exhibits Specialist II	18.75
13013 - Exhibits Specialist III	22.94
13041 - Illustrator I	15.97
13042 - Illustrator II	19.25
13043 - Illustrator III	23.03
13047 - Librarian	20.77
13050 - Library Aide/Clerk	8.62
13054 - Library Information Technology Systems Administrator	18.75
13058 - Library Technician	11.81
13061 - Media Specialist I	13.92
13062 - Media Specialist II	15.62
13063 - Media Specialist III	17.34
13071 - Photographer I	14.44
13072 - Photographer II	16.03
13073 - Photographer III	19.73
13074 - Photographer IV	22.09
13075 - Photographer V	26.72
13110 - Video Teleconference Technician	18.57
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.90
14042 - Computer Operator II	16.67
14043 - Computer Operator III	19.12
14044 - Computer Operator IV	21.26
14045 - Computer Operator V	24.34
14071 - Computer Programmer I (1)	18.83
14072 - Computer Programmer II (1)	21.60
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	27.21
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	14.90
14160 - Personal Computer Support Technician	21.52
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.90
15020 - Aircrew Training Devices Instructor (Rated)	32.55
15030 - Aircrew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	25.96
15060 - Educational Technologist	25.93
15070 - Flight Instructor (Pilot)	36.76
15080 - Graphic Artist	20.37
15090 - Technical Instructor	17.29
15095 - Technical Instructor/Course Developer	21.35

15110	- Test Proctor	14.10
15120	- Tutor	14.10
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.34
16030	- Counter Attendant	8.34
16040	- Dry Cleaner	10.03
16070	- Finisher, Flatwork, Machine	8.34
16090	- Presser, Hand	8.34
16110	- Presser, Machine, Drycleaning	8.34
16130	- Presser, Machine, Shirts	8.34
16160	- Presser, Machine, Wearing Apparel, Laundry	8.34
16190	- Sewing Machine Operator	10.57
16220	- Tailor	11.12
16250	- Washer, Machine	8.90
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	19.95
19040	- Tool And Die Maker	24.09
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	12.70
21030	- Material Coordinator	20.27
21040	- Material Expediter	20.27
21050	- Material Handling Laborer	9.92
21071	- Order Filler	10.35
21080	- Production Line Worker (Food Processing)	12.70
21110	- Shipping Packer	12.10
21130	- Shipping/Receiving Clerk	12.10
21140	- Store Worker I	8.58
21150	- Stock Clerk	13.07
21210	- Tools And Parts Attendant	12.70
21410	- Warehouse Specialist	12.70
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	20.73
23021	- Aircraft Mechanic I	19.48
23022	- Aircraft Mechanic II	20.73
23023	- Aircraft Mechanic III	21.79
23040	- Aircraft Mechanic Helper	14.40
23050	- Aircraft, Painter	17.82
23060	- Aircraft Servicer	16.28
23080	- Aircraft Worker	17.43
23110	- Appliance Mechanic	14.70
23120	- Bicycle Repairer	10.94
23125	- Cable Splicer	19.70
23130	- Carpenter, Maintenance	16.12
23140	- Carpet Layer	17.06
23160	- Electrician, Maintenance	18.15
23181	- Electronics Technician Maintenance I	23.28
23182	- Electronics Technician Maintenance II	26.59
23183	- Electronics Technician Maintenance III	28.69
23260	- Fabric Worker	14.74
23290	- Fire Alarm System Mechanic	18.76
23310	- Fire Extinguisher Repairer	14.06
23311	- Fuel Distribution System Mechanic	19.80
23312	- Fuel Distribution System Operator	16.38
23370	- General Maintenance Worker	13.95
23380	- Ground Support Equipment Mechanic	19.77
23381	- Ground Support Equipment Servicer	16.28
23382	- Ground Support Equipment Worker	17.43
23391	- Gunsmith I	14.06
23392	- Gunsmith II	16.91
23393	- Gunsmith III	19.77
23410	- Heating, Ventilation And Air-Conditioning Mechanic	19.25
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
21.26		

23430	- Heavy Equipment Mechanic	18.74
23440	- Heavy Equipment Operator	17.25
23460	- Instrument Mechanic	22.70
23465	- Laboratory/Shelter Mechanic	18.33
23470	- Laborer	9.76
23510	- Locksmith	17.20
23530	- Machinery Maintenance Mechanic	22.60
23550	- Machinist, Maintenance	21.25
23580	- Maintenance Trades Helper	12.56
23591	- Metrology Technician I	22.70
23592	- Metrology Technician II	25.26
23593	- Metrology Technician III	26.57
23640	- Millwright	19.77
23710	- Office Appliance Repairer	19.21
23760	- Painter, Maintenance	15.94
23790	- Pipefitter, Maintenance	21.44
23810	- Plumber, Maintenance	20.05
23820	- Pneumatic Systems Mechanic	19.77
23850	- Rigger	19.77
23870	- Scale Mechanic	16.87
23890	- Sheet-Metal Worker, Maintenance	18.39
23910	- Small Engine Mechanic	15.07
23931	- Telecommunications Mechanic I	22.31
23932	- Telecommunications Mechanic II	23.52
23950	- Telephone Lineman	21.26
23960	- Welder, Combination, Maintenance	18.39
23965	- Well Driller	19.77
23970	- Woodcraft Worker	19.77
23980	- Woodworker	16.61
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	9.37
24580	- Child Care Center Clerk	13.43
24610	- Chore Aide	8.92
24620	- Family Readiness And Support Services Coordinator	12.89
24630	- Homemaker	15.90
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	19.77
25040	- Sewage Plant Operator	18.32
25070	- Stationary Engineer	19.77
25190	- Ventilation Equipment Tender	12.56
25210	- Water Treatment Plant Operator	17.38
27000	- Protective Service Occupations	
27004	- Alarm Monitor	12.39
27007	- Baggage Inspector	10.57
27008	- Corrections Officer	15.36
27010	- Court Security Officer	15.66
27030	- Detection Dog Handler	12.39
27040	- Detention Officer	15.36
27070	- Firefighter	16.78
27101	- Guard I	10.57
27102	- Guard II	12.39
27131	- Police Officer I	17.79
27132	- Police Officer II	19.76
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	12.61
28042	- Carnival Equipment Repairer	13.74
28043	- Carnival Equipment Worker	8.69
28210	- Gate Attendant/Gate Tender	12.73
28310	- Lifeguard	11.34
28350	- Park Attendant (Aide)	14.25
28510	- Recreation Aide/Health Facility Attendant	10.39
28515	- Recreation Specialist	14.93
28630	- Sports Official	11.34

28690 - Swimming Pool Operator	15.17
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.87
29020 - Hatch Tender	16.87
29030 - Line Handler	16.87
29041 - Stevedore I	16.09
29042 - Stevedore II	18.32
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.96
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.41
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.79
30021 - Archeological Technician I	15.69
30022 - Archeological Technician II	17.52
30023 - Archeological Technician III	21.70
30030 - Cartographic Technician	23.09
30040 - Civil Engineering Technician	20.77
30061 - Drafter/CAD Operator I	15.81
30062 - Drafter/CAD Operator II	18.94
30063 - Drafter/CAD Operator III	20.86
30064 - Drafter/CAD Operator IV	21.59
30081 - Engineering Technician I	14.61
30082 - Engineering Technician II	16.05
30083 - Engineering Technician III	17.95
30084 - Engineering Technician IV	21.89
30085 - Engineering Technician V	26.36
30086 - Engineering Technician VI	31.89
30090 - Environmental Technician	20.36
30210 - Laboratory Technician	20.55
30240 - Mathematical Technician	23.09
30361 - Paralegal/Legal Assistant I	15.40
30362 - Paralegal/Legal Assistant II	19.08
30363 - Paralegal/Legal Assistant III	23.34
30364 - Paralegal/Legal Assistant IV	28.24
30390 - Photo-Optics Technician	23.09
30461 - Technical Writer I	19.82
30462 - Technical Writer II	24.25
30463 - Technical Writer III	29.34
30491 - Unexploded Ordnance (UXO) Technician I	21.58
30492 - Unexploded Ordnance (UXO) Technician II	26.11
30493 - Unexploded Ordnance (UXO) Technician III	31.30
30494 - Unexploded (UXO) Safety Escort	21.58
30495 - Unexploded (UXO) Sweep Personnel	21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	20.55
30621 - Weather Observer, Senior (2)	22.83
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.75
31030 - Bus Driver	15.71
31043 - Driver Courier	13.34
31260 - Parking and Lot Attendant	8.48
31290 - Shuttle Bus Driver	13.34
31310 - Taxi Driver	9.57
31361 - Truckdriver, Light	13.34
31362 - Truckdriver, Medium	16.66
31363 - Truckdriver, Heavy	17.53
31364 - Truckdriver, Tractor-Trailer	17.53
99000 - Miscellaneous Occupations	
99030 - Cashier	8.30
99050 - Desk Clerk	8.52
99095 - Embalmer	21.58
99251 - Laboratory Animal Caretaker I	10.82
99252 - Laboratory Animal Caretaker II	12.04
99310 - Mortician	23.30
99410 - Pest Controller	15.52

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99510 - Photofinishing Worker		11.28
99710 - Recycling Laborer		11.41
99711 - Recycling Specialist		14.76
99730 - Refuse Collector		10.99
99810 - Sales Clerk		11.30
99820 - School Crossing Guard		9.75
99830 - Survey Party Chief		18.20
99831 - Surveying Aide		16.56
99832 - Surveying Technician		16.70
99840 - Vending Machine Attendant		10.65
99841 - Vending Machine Repairer		13.26
99842 - Vending Machine Repairer Helper		9.55

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or

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modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination.

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Conformances may not be used to artificially split, combine, or subdivide  
classifications listed in the wage determination.