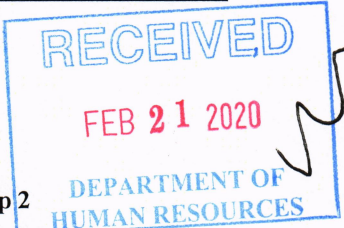


COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 02/21/2020

Request for Discretionary Step 2

Employee No.: _____

Department Name: Hidalgo County District Clerk's Office

Position Title: Deputy District Clerk I

Slot No.: 0064

Dept./Prg.#: 090

Effective Date: 03/02/2020

(Next full pay period)

POSITION REQUIREMENTS:

Education: High School/GED Associates Bachelor's Masters Other: _____

Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.
 7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: High School/GED Associates Bachelor's Masters Other: _____

Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.
 7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

Selected employee was previously employed in our office as a Deputy District Clerk I for almost two years then transferred to the drainage district where she has been employed since November 2018. We believe her invested time and experience with the county, coupled with her exemplary work performance, justifies a discretionary step increase from a Grade 5 Step 1 to a Grade 5 Step 2.

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.

Paula Trevino
Department Head/ Elected Official Signature

02/21/2020
Date