



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS PROFESSIONAL

As per Section 8.03 (2) of the CCP Policies, Professional positions include Registered Nurses, Engineers, Attorneys and Grade 20 & 21 positions only.

Date: 01/07/2021 Discretionary Step: Step 2 Step 3 Step 4

Employee Name: Martin Garza Department Name: Precinct 3

Position Title: Chief Administrator Slot No.: 0001

Dept./Prg. #: 123-005 Effective Date: 01/04/2021
(Next full pay period)

POSITION REQUIREMENTS:

Education: Bachelor's Masters Other: _____

Experience: 0 years 1 year 3 years 5 years 7 years 9 or more years

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: Bachelor's Masters Other: _____

Experience: 1 year 2 years 3 years 4 years 5 years
 6 years 7 years 8 years 9 or more years

Certificates/Licenses: Certified Public Manager, Texas Peace Officer Master's License

REQUIREMENTS:

Step 2 - Exceed minimum by 2 yrs. **Step 3** - Exceed minimum by 3 yrs. **Step 4** - Exceed minimum by 4 yrs. or more

JUSTIFICATION:

2 1/2 years of experience including Supervising, Management, Administration and Chief of Police with the City of Mission.

5 1/2 years of Local Government experience with the City of Mission as the City Manager.

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

Elected Official Signature

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 1/6/21 Request for Discretionary Step 2
 Employee No.: Zayda Pacheco Department Name: 464th District Court
 Position Title: Assistant Court Coordinator (DC) Slot No.: 0004
 Dept./Prg.#: 012-001 Effective Date: 1/4/21
(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: _____

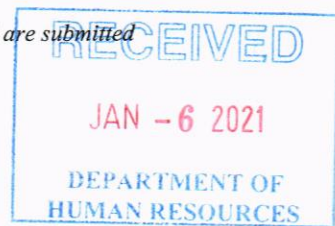
JUSTIFICATION:

Ms. Pacheco brings over 18 years of Administrative and Business Development with a demonstrated history of working in civic & social organization industry. Strong community and social services

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

[Signature]
 Department Head / Elected Official Signature

1/6/21
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 1/6/2021 Request for Discretionary Step 2

Employee No.: Rafael Flores Department Name: 464th District Court

Position Title: Bailiff II (DC) ~~to~~ Slot No.: 0006

Dept./Prg.#: 012-001 Effective Date: _____
(Next full pay period)

POSITION REQUIREMENTS:

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

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

Certificates/Licenses: peace officer ; Master certification

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: peace officer ; master certification

JUSTIFICATION:

Mr. Flores brings 28 yrs of law enforcement experience which includes 23 yrs with McAllen Police Department. Mr. Flores also has obtained his master certification in 2016 and the Texas Commission on Law Enforcement training courses.

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

[Signature]
Department Head/ Elected Official Signature

1/6/2021
Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 1/6/21 Request for Discretionary Step 2

Employee No.: Stephanie M. Flores Department Name: 464th Judicial District Ct.

Position Title: Court Coordinator (CC) ^{to} Slot No.: 0003

Dept./Prg.#: 012-001 Effective Date: 1/4/21
(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: _____

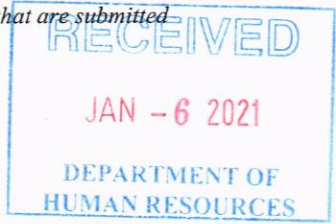
JUSTIFICATION:

Ms. Flores brings over 17 years of legal experience to the court, which includes over 9 years administrative expertise.

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

[Signature]
Department Head / Elected Official Signature

1/6/21
Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 01/04/2021

Request for Discretionary Step 2

Employee No.: 171468

Department Name: Hidalgo County Court at Law #10

Position Title: Asst. Court Coordinator

Slot No.: 0004

Dept./Prg.#: 030 - 001

Effective Date: 01/18/2021
(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:

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


Department Head / Elected Official Signature

1/4/2021
Date

