



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

2 18

Date: 05/13/2021

Employee No.: 243485

Position Title: Contract Specialist III

Dept./Prg.#: 160-001

Request for Discretionary Step ~~4~~

Department Name: Purchasing

Slot No.: 0008

Effective Date: 05/24/2021
(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: N/A

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: SIPP, HOSA Hazard Recognition

JUSTIFICATION:

Through experience and education, the employee brings a higher level of expertise resulting in savings to the County by effectively representing the County as a liaison when working with our contracted professionals. In addition to being able to hold the contracted professional accountable, employee is able to negotiate better rates and define scopes of work, thus eliminating unnecessary services and reducing overall costs for the County. Lastly, we're able to teach the rest of the rest of the team and bring to light different areas of concern that were not considered before.

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

05/14/2021
 Date