



# 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: 02/16/2022 Discretionary Step:  Step 2  Step 3  Step 4  
 Employee Name: Jorge Arcuate Department Name: Precinct 3  
 Position Title: Chief Administrator Slot No.: 0001  
 Dept./Prg. #: 123-005 Effective Date: 02/22/2022  
 (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: \_\_\_\_\_

**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:**

*20 years of experience as an administrator*

28

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

*[Handwritten Signature]*

Elected Official Signature

2-1-22  
Date