



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 04/27/2022 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 192660 Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV Slot No.: 0019

Dept./Prg. #: 080/002 Effective Date: 05/03/2022
(Next full pay period)

POSITION REQUIREMENTS:

Education: *Juris Doctorate (JD)* *Other:* _____

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

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: *Juris Doctorate (JD)* *Other:* _____

Experience: 0 years 1 year 2 years 3 years 4 years 5 or more years

Certificates/Licenses: State Bar of Texas

REQUIREMENTS:	
Step 2 - Exceed minimum by 2 years	Step 4 - Exceed minimum by 4 years
Step 3 - Exceed minimum by 3 years	Step 5 - Exceed minimum by 5 or more years

JUSTIFICATION:

PLEASE SEE ATTACHED.

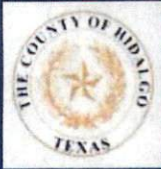
Please make sure supporting documentation is attached (i.e. certificates, degrees, resume, etc.) Forms that are submitted without supporting documentation will not be considered.

Elected Official Signature

04/27/2022
Date

Criminal District Attorney Ricardo Rodriguez, Jr is requesting a discretionary step(s) increase for this position due to the rigor and complexity of the position. More specifically, due to recent disruptions in Attorney staffing and availability, the District Attorney is establishing a "First Chair" and "Second Chair" protocol for Attorney's in an assigned Court. Therefore, Assistant District Attorney as to the request, shall be assigned as a First Chair and will have additional responsibilities which include, managing and training, reviewing and advising and providing trial preparation and assistance to trial team (Second Chair) member.

This action is deemed necessary in order to accommodate the position's current duties and responsibilities as well as the additional duties and responsibilities related to First Chair designation.



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 04/27/2022 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 164933 Department Name: District Attorney's Office

Position Title: Assistant District Attorney III Slot No.: 0021 / 0017 28

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/03/2022
(Next full pay period)

POSITION REQUIREMENTS:

Education: *Juris Doctorate (JD)* *Other:* _____

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

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: *Juris Doctorate (JD)* *Other:* _____

Experience: 0 years 1 year 2 years 3 years 4 years 5 or more years

Certificates/Licenses: State Bar of Texas as of 2017

REQUIREMENTS:	
Step 2 – Exceed minimum by 2 years Step 3 – Exceed minimum by 3 years	Step 4 – Exceed minimum by 4 years Step 5 – Exceed minimum by 5 or more years

JUSTIFICATION:

PLEASE SEE ATTACHED.

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

Rosalinda Cepeda
Elected Official Signature

04/27/2022
Date

In accordance with the Classification and Compensation Pay Policy, Criminal District Attorney Ricardo Rodriguez, Jr. is requesting a discretionary step increase for this position due to the rigor and complexity of the position's new duties and responsibilities resulting from the re-assignment from the Misdemeanor Division to the Felony Division; and to commensurate with experience.