



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 05/05/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 020192 Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV Slot No.: 0038 & 0029

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/17/2022  
(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 2005

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.

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*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

05/09/2022  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Other: Step 8

Date: 05/05/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 137693 Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV Slot No.: 0014 & 0011

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/17/2022  
(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 2004

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.

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Rosalinda Cantu

Elected Official Signature

05/09/2022

Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

*Other: Step 8*

Date: 05/05/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 077917 Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV Slot No.: 0013 & 0010

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/17/2022  
(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 1997

REQUIREMENTS:	
<b>Step 2</b> – Exceed minimum by 2 years	<b>Step 4</b> – Exceed minimum by 4 years
<b>Step 3</b> – Exceed minimum by 3 years	<b>Step 5</b> – Exceed minimum by 5 or more years

**JUSTIFICATION:**

PLEASE SEE ATTACHED.

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*Rosalinda Cantu*  
Elected Official Signature

05/09/2022  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Other: Step 8

Date: 05/05/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 090883 Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV Slot No.: 0015 & 0012

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/17/2022  
(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 1999

REQUIREMENTS:	
<b>Step 2</b> - Exceed minimum by 2 years	<b>Step 4</b> - Exceed minimum by 4 years
<b>Step 3</b> - Exceed minimum by 3 years	<b>Step 5</b> - Exceed minimum by 5 or more years

**JUSTIFICATION:**

PLEASE SEE ATTACHED.

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Rosalinda Cantu

Elected Official Signature

05/09/2022

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: 05/11/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 219444 Department Name: District Attorney's Office

Position Title: Assistant District Attorney III Slot No.: 0158

Dept./Prg. #: 080/ 002 Effective Date: 05/17/2022  
(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:**

Licensed in the State of Texas since 2012. Former prosecutor with experience in Felony Court case  
 criminal proceedings, Public Defense and private practice.

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*Rosalinda Cantu*  
 Elected Official Signature

05/11/2022  
 Date