



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 05/09/2022 **Request for Discretionary Step 2**

Employee No.: 140333 Department Name: Purchasing

Position Title: Contract Specialist II Slot No.: 0012

Dept./Prg.#: +60 115-101 Effective Date: 05/09/2022

(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.

7yrs. 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.

7yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

Maria Elena Gomez has 17 years experience in Government Procurement

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 05/09/2022

Date