



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 05/20/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 230693 Department Name: District Attorney's Office

Position Title: Assistant District Attorney III Slot No.: 0030 & 0024

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/31/2022  
(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 2018

**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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*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 Cantu  
Elected Official Signature

05/20/2022  
Date

In accordance with the Classification and Compensation Pay Policy, District Attorney Ricardo Rodriguez, Jr. is requesting a discretionary step increase for this position. The ADA currently occupies a position in the Felony Division, which requires a high level of complexity and rigor and responsibility in the prosecution of Felony level criminal offenses. The request for the step increase is based on a special and compelling need for the department to retain highly qualified ADA's with demonstrated competence, qualifications, and years of experience, and in order to comply with the statutory obligations of the District Attorney's Office.



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 05/20/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 106011 Department Name: District Attorney's Office

Position Title: Assistant District Attorney V Slot No.: 0029 & 0023

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 05/31/2022  
(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 2001

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

05/20/2022  
Date

In accordance with the Classification and Compensation Pay Policy, District Attorney Ricardo Rodriguez, Jr. is requesting a discretionary step increase for this position. The Assistant District Attorney (ADA) is the appointed Chief Assistant District Attorney of the Mental Health Division. The Mental Health Division handles all mental health court designated cases, and the prosecution of related cases in every District Court as assigned, including mental commitment and competency determinations. The appointment of the ADA and this step increase are based on a special and compelling need for the department to retain highly qualified ADA's with demonstrated competence, qualifications, and years of experience, and in order to comply with the statutory obligations of the District Attorney's Office.



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 05/20/2022

Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 219983

Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV

Slot No.: 0211

Dept./Prg. #: 080/ 002

Effective Date: 05/31/2022

(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:	
<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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Elected Official Signature

05/20/2022  
 Date

In accordance with the Classification and Compensation Pay Policy, District Attorney Ricardo Rodriguez, Jr. is requesting a discretionary step increase for this position. The Assistant District Attorney (ADA) is the designated Chief Assistant District Attorney of the Misdemeanor Division. The ADA has been serving as Acting Chief since 2018, supervising 17 Legal Assistants, 20 ADA's, and all misdemeanor cases in 10 County Courts at Law. The appointment of the ADA and this step increase are based on a special and compelling need for the department to retain highly qualified ADA's with demonstrated competence, qualifications, and years of experience, and in order to comply with the statutory obligations of the District Attorney's Office.