



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 12/21/2022

Request for Discretionary Step 2

Employee No.: NEW HIRE

Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: EXECUTIVE ASSISTANT II

Slot No.: 0055

Dept./Prg.#: 080-002

Effective Date: 1/3/2023

(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.

7 yrs. 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.

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

Certificates/Licenses: _____

JUSTIFICATION:

PLEASE SEE ATTACHED JUSTIFICATION.

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

12/28/2022
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 12/21/2022

Request for Discretionary Step 2

Employee No.: NEW HIRE

Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: EXECUTIVE ASSISTANT II

Slot No.: 0226

Dept./Prg.#: 080-002

Effective Date: 1/3/2023

(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.

7 yrs. 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.

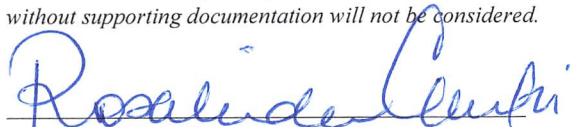
7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

PLEASE SEE ATTACHED JUSTIFICATION.

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Department Head/ Elected Official Signature

12/28/2022
Date

Executive Asst. II

0055:

The District Attorney is requesting this discretionary step in accordance with the Classification & Compensation Plan Section 8.03 (1). The employee posse's superior qualifications of twenty-five (25) work high level work experience in the legal field in the capacity of a legal assistant and executive assistance. Special circumstances exist, as the newly appointed employee will serve in this position working directly with the District Attorney and assist with new administration of the Office.

0226:

The District Attorney is requesting this discretionary step in accordance with the Classification & Compensation Plan Section 8.03 (1). The employee posse's superior qualifications of twenty-two (22) work high level work experience in the legal field in the capacity of a legal assistant and executive assistance. Special circumstances exist, as the newly appointed employee will serve in this position working directly with the District Attorney and assist with new administration of the Office.

Attorney V

0225:

The District Attorney is requesting this discretionary step in accordance with the Classification & Compensation Plan Section 8.03 (3). The request is being made due to special and compelling need of the Office. This employee highly qualified with over thirty (30) years of experience as a licensed attorney in both state and federal prosecution. The newly appointed employee will serve in this position working directly with the District Attorney and assist with new administration of the Office.