



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 01/25/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 231894 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0196

Dept./Prg. #: 080/002 Effective Date: 01/31/2023
(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: _____

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:

The step adjustment requested is necessary to retain and compete with the private sector/ markets and prosecutor offices in the State of Texas. The request is based on a special and compelling need to employ, retain and maintain adequate staffing levels for the continuity of operations in order to comply with the statutory obligations of the District Attorney's Office.

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

01/25/2023
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 01/25/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. NEW Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY II Slot No.: 0101

Dept./Prg. #: 080/ 002 Effective Date: 01/31/2023
(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: _____

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:

The step adjustment requested is necessary to retain and compete with the private sector/ markets and prosecutor offices in the State of Texas. The request is based on a special and compelling need to employ, retain and maintain adequate staffing levels for the continuity of operations in order to comply with the statutory obligations of the District Attorney's Office.

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

01/25/2023
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 01/19/2023 Current Slot No.: 0119/0138
 Department Name: DA'S OFFICE Current Position Title: Assistant ASSIST. DISTRICT ATTORNEY III
 Department No.: 080 (PRG 002 & 007) Requested Position Title: Assistant District Attorney III 28

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 7,590.00</u>	<u>\$ 2,550.00</u>	<u>-\$ 5,040.00</u>
<u>080-002</u>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u>\$ 7,614.00</u>	<u>\$ 2,574.00</u>	<u>-\$ 5,040.00</u>
<u>080-007</u>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 10,080.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

DUE TO CHANGE IN PERSONNEL, THE DOMESTIC VIOLENCE (FELONY) SUPPLEMENTAL PAY ALLOWANCE WILL BE REASSIGNED.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

SLOT NO. 0119/0138 WILL REMAIN WITH \$5,124.00 OF SUPPLEMENTAL PAY ALLOWANCE; AFTER TRANSFERRING OUT THE DOMESTIC VIOLENCE PORTION TOTALING \$10,080.00.

Rosalinda Cantu
Department Head

01/24/2023
Date

[Signature]
Department of Human Resources

1/27/23
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 01/19/2023 Current Slot No.: 0030/ 0024
 Department Name: DA'S Current Position Title: ASSIST. DISTRICT ATTORNEY III 28
 Department No.: 080 (PRG 002 & 015) Requested Position Title: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 5,040.00</u>	<u>\$ 5,040.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>080-002</u>			
ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,040.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 3-1100-412-00-080-002-0-117

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

DOMESTIC VIOLENCE (FELONY) DUTIES AND RESPONSIBILITIES HAVE BEEN REASSIGNED AS A RESULT OF CHANGE IN PERSONNEL.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Rosalinda Cepeda

Department Head

[Signature]

Department of Human Resources

01/24/2023

Date

1/27/23

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 01/19/2023 Current Slot No.: 0199/0181
 Department Name: DA'S Current Position Title: Assistant ASSIST. DISTRICT ATTORNEY III 28
 Department No.: 080 (PRG 002 & 007) Requested Position Title: Assistant District Attorney III

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 4,951.00</u>	<u>\$ 9,991.00</u>	<u>\$ 5,040.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:	<u>080-007</u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,040.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other 3-1223-412-00-080-007-0-117

POSITION TYPE: Full Time Regular Object Code 113
 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121
 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt
 FLSA: Exempt
 Non-Exempt
 Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

DOMESTIC VIOLENCE (FELONY) DUTIES AND RESPONSIBILITIES HAVE BEEN REASSIGNED AS A RESULT OF CHANGE IN PERSONNEL.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

FUNDING OF THE \$5,040.00 WILL BE COMING FROM SLOT NO. 0138/ DA CCP59

Department Head

 Department of Human Resources

01/24/2023
 Date
1/27/23
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 01/19/2023 Current Slot No.: 0018
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY IV
 Department No.: 080-022-002 Requested Position Title: Assistant District Attorney IV 28

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 4,850.00</u>	<u>\$ 4,850.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 4,850.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

THE DWI (FELONY) DUTIES AND RESPONSIBILITIES HAVE BEEN REASSIGNED AS A RESULT OF CHANGE IN PERSONNEL.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Rosaleida Cantu
Department Head

01/25/2023
Date

[Signature]
Department of Human Resources

1/27/23
Date