



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 04/26/2023 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.: 0049

Dept./Prg. #: 080/ 002 Effective Date: 05/08/2023  
(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:	
<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:**

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.*

Rosalinda Contreras 04/26/2023  
Elected Official Signature Date