



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 08/01/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 233870 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY IV Slot No.: 0018

Dept./Prg. #: 080/ 002 Effective Date: 08/08/2023
(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: _____

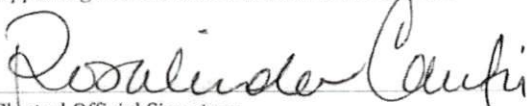
REQUIREMENTS:

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:

PLEASE SEE THE ATTACHED JUSTIFICATION.

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

08/01/2023
Date

In accordance with the Classification and Compensation Pay Policy, District Attorney Toribio "Terry" Palacios 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.

Slot # 0018



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 08/01/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 196762 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY IV Slot No.: 0220

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

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:

PLEASE SEE THE ATTACHED JUSTIFICATION.

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 Cepeda
Elected Official Signature

08/01/2023
Date

In accordance with the Classification and Compensation Pay Policy, District Attorney Toribio "Terry" Palacios 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.

Slot # 0220



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 08/01/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 243671 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0199

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

PLEASE SEE THE ATTACHED JUSTIFICATION.

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 Campi
Elected Official Signature

08/01/2023
Date

Criminal District Attorney Toribio "Terry" Palacios is requesting a discretionary step(s) increase for this position due to the rigor and complexity of the position. More specifically, due to recent disruptions in Attorney staffing and availability, the District Attorney's Office established a "First Chair" and "Second Chair" protocol for Attorney's in an assigned Court. Therefore, Assistant District Attorney as to the request, shall be assigned as a First Chair and will have additional responsibilities which include, managing and training, reviewing and advising and providing trial preparation and assistance to trial team (Second Chair) member.

This action is deemed necessary in order to accommodate the position's current duties and responsibilities as well as the additional duties and responsibilities related to First Chair designation.

Slot # 0199