



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS PROFESSIONAL

*As per Section 8.03 (2) of the CCP Policies, Professional positions include Registered Nurses, Engineers, Attorneys and Grade 20 & 21 positions only.*

Date: 10/27/2023 No. of Discretionary Steps Requested:  1 Step  2 Steps  3 Steps  4 Steps  
 5 Steps  6 Steps  7 Steps

Employee Name: Norma Borrego Department Name: Public Defender's Office

Position Title: Public Defender II Slot No.: 0007

Dept./Prg. #: 085 Effective Date: 11/03/2023  
(Next full pay period)

**POSITION REQUIREMENTS:**

Education:  Bachelor's  Masters  Other: Licensed Attorney  
Experience:  0 years  1 year  3 years  5 years  7 years  9 or more years  
Certificates/Licenses: Licensed Attorney

**JUSTIFICATION FOR STEP INCREASE:**

Education:  Bachelor's  Masters  Other: Licensed Attorney  
Experience:  1 year  2 years  3 years  4 years  5 years  
 6 years  7 years  8 years  9 or more years  
Certificates/Licenses: Licensed Attorney

**REQUIREMENTS:**

**Step 2** - Exceed minimum by 2 yrs. **Step 3** - Exceed minimum by 3 yrs. **Step 4** - Exceed minimum by 4 yrs. or more

**JUSTIFICATION:**

Norma Borrego is an attorney that brings 18 years of experience in education (certified teacher) and working with children and teenagers. Because of her experience with Juveniles, she will be assigned Juvenile cases out of the 449th, 332nd, 93rd and 430th courts. She will represent Juveniles with misdemeanor and felony cases

*Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.*

T. Lopez  
Elected Official Signature

10-30-23  
Date



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Experience:  0 years  1 year  3 years  5 years  7 years  9 or more years  
Certificates/Licenses: Licensed Attorney

**JUSTIFICATION FOR STEP INCREASE:**

Education:  Bachelor's  Masters  Other: Licensed Attorney  
Experience:  1 year  2 years  3 years  4 years  5 years  
 6 years  7 years  8 years  9 or more years  
Certificates/Licenses: Licensed Attorney

**REQUIREMENTS:**  
**Step 2** - Exceed minimum by 2 yrs. **Step 3** - Exceed minimum by 3 yrs. **Step 4** - Exceed minimum by 4 yrs. or more

**JUSTIFICATION:**

Norma Borrego has been assigned to a heavy work load and is responsible for cases in 2 county courts and because of her 18 years of experience as a teacher, she is assigned to cases in the 449th, 332nd, 93rd and 430th courts. She will represent Juveniles with misdemeanor and felony cases

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Ted Lopez  
Elected Official Signature

10-30-23  
Date