



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 11/03/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 251038 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0010 0007 02A

Dept./Prg. #: 080/002 080/015 02A Effective Date: 11/14/2023
(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: Reassignment

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 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 11/03/2023
Elected Official Signature Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 11/03/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 252034 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0039 0030 02A

Dept./Prg. #: 080/002 080/015 02A Effective Date: 11/14/2023
(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: Reassignment

Experience: 0 years 1 year 2 years 3 years 4 years 5 or more years

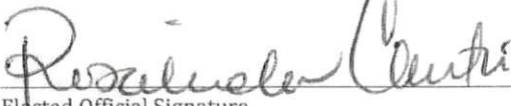
Certificates/Licenses: _____

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:

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Elected Official Signature

11/03/2023
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 11/03/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 251160 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0123

Dept./Prg. #: 080/002 Effective Date: 11/14/2023
(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: Reassignment

Experience: 0 years 1 year 2 years 3 years 4 years 5 or more years

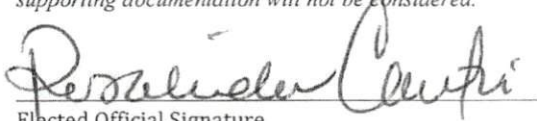
Certificates/Licenses: _____

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:

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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

11/03/2023
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 11/03/2023 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 220191 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0228

Dept./Prg. #: 080/002 Effective Date: 11/14/2023
(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:* Reassignment

Experience: 0 years 1 year 2 years 3 years 4 years 5 or more years

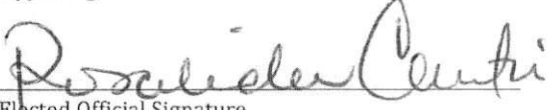
Certificates/Licenses: _____

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:

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Elected Official Signature

11/03/2023
Date

Step adjustment requested for the reassignment to Felony level Assistant District Attorney 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.