



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

OAA
Other -
✓ Step 9

Date: 01/09/2024 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 213900 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY IV Slot No.: 0151

Dept./Prg. #: 080-002 & 080-015 Effective Date: 01/23/2024
(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:

<p>Step 2 - Exceed minimum by 2 years</p> <p>Step 3 - Exceed minimum by 3 years</p>	<p>Step 4 - Exceed minimum by 4 years</p> <p>Step 5 - Exceed minimum by 5 or more years</p>
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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 Cantu
Elected Official Signature

01/09/2024
Date

PERSONNEL ADJUSTMENT REQUEST FORM

JUSTIFICATION / PRIORITY:

In accordance with the Classification and Compensation Plan Policy, Criminal District Attorney Toribio "Terry" Palacios is requesting a discretionary step increase for this position. The Assistant District Attorney (ADA) is the newly appointed Chief Assistant District Attorney of the Felony Division. The ADA will be given management and oversight of all departmental matters and functions as well as the responsibility of staffing cases, providing guidance and training to prosecutors in order to comply with the statutory obligations of the District Attorney's Office.