



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Other - Step 9

Date: 01/13/2024 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 090883 Department Name: District Attorney's Office

Position Title: Assistant District Attorney IV Slot No.: 0015 & 0012

Dept./Prg. #: 080/ 002 & 080/015 Effective Date: 02/06/2024
(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: State Bar of Texas: 20 + years

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.

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

01/31/2024
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 employee, in addition to the Felony responsibilities, will undertake new additional duties in the Intake and Grand Jury Division. The ADA will be responsible for processing, reviewing and making charging determinations for criminal offenses ranging from Class "B" Misdemeanors to Capital Felony 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.



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 01/31/2024 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. NEW HIRE Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0109

Dept./Prg. #: 080/002 Effective Date: 02/12/2024
(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:	
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:

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.

Elected Official Signature

01/31/2024
Date