



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 02/14/2024 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 II Slot No.: 0101

Dept./Prg. #: 080/ 002 Effective Date: 02/20/2024
(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.

Rosalinda Cuatrecasas 02/14/2024
Elected Official Signature Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 02/14/2024 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. REHIRE - 198277 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY IV Slot No.: 0221, 0042 & 0183

Dept./Prg. #: 080/ 002, 015 & 007 Effective Date: 2/20/2024 OZA
(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: _____

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Elected Official Signature

02/14/2024
Date