



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 10/08/2024 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

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

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0172

Dept./Prg. #: 080/ 002 Effective Date: 10/15/2024  
(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: TX LICENSE DATE: 09/19/2013

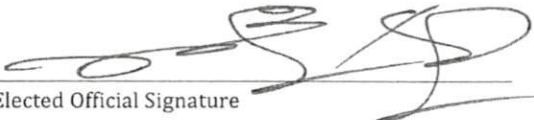
**REQUIREMENTS:**

<p><b>Step 2</b> – Exceed minimum by 2 years</p> <p><b>Step 3</b> – Exceed minimum by 3 years</p>	<p><b>Step 4</b> – Exceed minimum by 4 years</p> <p><b>Step 5</b> – Exceed minimum by 5 or more years</p>
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**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

10/08/2024  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 10/08/2024 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 266582 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0158

Dept./Prg. #: 080/ 002 Effective Date: 10/15/2024  
(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: REASSIGNMENT TO FELONY

<b>REQUIREMENTS:</b>	
<b>Step 2</b> – Exceed minimum by 2 years	<b>Step 4</b> – Exceed minimum by 4 years
<b>Step 3</b> – Exceed minimum by 3 years	<b>Step 5</b> – Exceed minimum by 5 or more years

**JUSTIFICATION:**

PLEASE SEE ATTACHED JUSTIFICATION.

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 Elected Official Signature

10/08/2024  
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.



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 10/08/2024 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 266000 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY II Slot No.: 0017 & 0014

Dept./Prg. #: 080/ 002 & 080/015 Effective Date: 10/15/2024  
(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: \_\_\_\_\_

<b>REQUIREMENTS:</b>	
<b>Step 2</b> - Exceed minimum by 2 years	<b>Step 4</b> - Exceed minimum by 4 years
<b>Step 3</b> - Exceed minimum by 3 years	<b>Step 5</b> - Exceed minimum by 5 or more years

**JUSTIFICATION:**

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 \_\_\_\_\_  
Elected Official Signature

10/08/2024  
\_\_\_\_\_  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 10/08/2024 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 273945 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY II Slot No.: 0051

Dept./Prg. #: 080/ 002 Effective Date: 10/15/2024  
(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

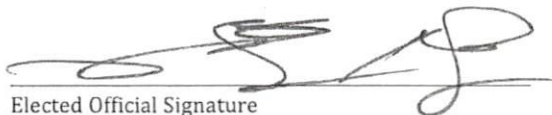
Certificates/Licenses: \_\_\_\_\_

<b>REQUIREMENTS:</b>	
<b>Step 2</b> – Exceed minimum by 2 years	<b>Step 4</b> – Exceed minimum by 4 years
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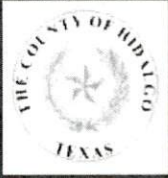
**JUSTIFICATION:**

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Elected Official Signature

10/08/2024  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### DISCRETIONARY STEPS District Attorney

Date: 10/08/2024 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 273104 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY II Slot No.: 0036 & 0028

Dept./Prg. #: 080/ 002 & 080/015 Effective Date: 10/15/2024  
(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:	
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 \_\_\_\_\_ 10/08/2024  
Elected Official Signature Date