



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 04/15/2025 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.: 0174 & 0038

Dept./Prg. #: 080/002 & 080/015 Effective Date: 04/29/2025
(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:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Step 2 – Exceed minimum by 2 years</p> <p>Step 3 – Exceed minimum by 3 years</p> </div> <div style="width: 45%;"> <p>Step 4 – Exceed minimum by 4 years</p> <p>Step 5 – Exceed minimum by 5 or more years</p> </div> </div>

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

04/15/2025
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 04/15/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 269859 Department Name: DISTRICT ATTORNEY'S OFFICE

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

Dept./Prg. #: 080/002 Effective Date: 04/29/2025
(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

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.

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Rosalinda Cantu
Elected Official Signature

04/15/2025
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 04/15/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 267260 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0196

Dept./Prg. #: 080/002 Effective Date: 04/29/2025
(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

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

04/15/2025
Date