



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 04/15/2025

Request for Discretionary Step 2

Employee No.: _____

Department Name: 464TH DISTRICT COURT

Position Title: ASSISTANT COURT COORDINATOR (DC)

Slot No.: 0004

Dept./Prg.#: 012-001

Effective Date: _____
(Next full pay period)

POSITION REQUIREMENTS:

Education: High School/GED Associates Bachelor's Masters Other: _____

Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.

7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: High School/GED Associates Bachelor's Masters Other: _____

Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.

7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

MR. CARRANZA BRINGS OVER 32YEARS OF IN-COURT AND OFFICE EXPERIENCE. MR. CARRANZA

 ATTAINS THE KNOWLEDGE OF THE COMPUTER SOFTWARE AND PROGRAMS CURRENTLY USED BY THE

 COUNTY ON A DAILY BASIS TO KEEP THE OFFICE AND COURT RUNNING SMOOTHLY THROUGH THIS

 TRANSITION. MR. CARRANZA IS ALSO VERY KNOWLEDGEABLE IN COUNTY PROCEDURES AND POLICY

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.

 Department Head/ Elected Official Signature

04/21/2025

 Date

HUMAN RESOURCES
 MAY 05 2025 PM 02:23