



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 05/12/2025 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 III Slot No.: 0138 & 0119

Dept./Prg. #: 080/007 & 080/002 Effective Date: 05/27/2025
(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: TX LICENSE DATE: 10/04/2023

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:

NEW HIRE #266400 WILL BE ASSIGNED TO THE FELONY DIVISION HANDLING A HIGH-VOLUME CASELOAD. STEP INCREASE REQUEST WILL ENSURE FAIRNESS AND CONSISTENCY IN COMPENSATION WITH THE REST OF THE ENTRY LEVEL ASSISTANT DISTRICT ATTORNEYS IN ORDER TO COMPLY WITH THE STATUTORY OBLIGATIONS OF THE DA'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

05/13/2025
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 05/13/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

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

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0030 & 0024

Dept./Prg. #: 080/002 & 080/015 Effective Date: 05/27/2025
(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 DIVISION

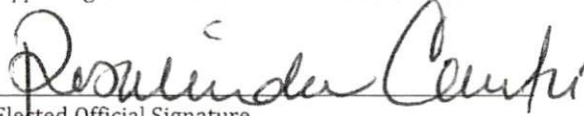
REQUIREMENTS:

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:

EMPLOYEE WILL BE REASSIGNED TO THE FELONY DIVISION HANDLING A HIGH-VOLUME
CASELOAD. STEP INCREASE REQUEST WILL ENSURE FAIRNESS AND CONSISTENCY IN
COMPENSATION WITH THE REST OF THE ENTRY LEVEL ASSISTANT DISTRICT ATTORNEYS IN
ORDER TO COMPLY WITH THE STATUTORY OBLIGATIONS OF THE DA'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

05/13/2025
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 05/13/2025

Request for Discretionary Step 2

Employee No.: NEW HIRE

Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: EXECUTIVE ASSISTANT II

Slot No.: 0020

Dept./Prg.#: 080-013

Effective Date: 5/27/2025
(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: _____

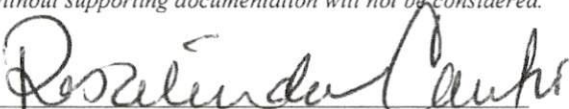
Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.
 7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

PLEASE SEE ATTACHED JUSTIFICATION.

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

05/13/2025
Date

Criminal District Attorney Toribio "Terry" Palacios is requesting a discretionary step for this position to commensurate with the high-level of administrative support and a variety of administrative services essential to the direction and operation of the District Attorney's Civil Litigation Division. The Executive Assistant reports directly to the County Attorney for the County of Hidalgo and interfaces with all levels of management, including elected officials and department heads. This position under the DA Civil Litigation Division requires a higher level of complexity, confidentiality and rigor in order to meet the statutory obligations of the District Attorney's Office.



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 05/13/2025 Current Slot No.: 0030/ 0024
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY III
 Department No.: 080-002/ 080-015 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 5,040.00</u>	<u>\$ 0.00</u>	<u>-\$ 5,040.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 5,040.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TRANSFERRING SUPP. ALLOW

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*
EMPLOYEE #230693 RECENTLY PROMOTED TO ADA IV WILL REMAIN TASKED WITH
THE DOMESTIC VIOLENCE (FELONY) DUTIES & RESPONSIBILITIES. REF AI# 89435

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*
TRANSFERRING SUPP. ALLOWANCE TO ADA IV SLOT #0219.

Department Head

 Department of Human Resources

05/14/2025
 Date
sk/25
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 05/13/2025 Current Slot No.: 0219/ 0041
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY IV
 Department No.: 080-002/ 080-015 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 5,040.00</u>	<u>\$ 5,040.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,040.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other FUNDS FROM SLOT #0030

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

EMPLOYEE #230693 RECENTLY PROMOTED TO ADA IV WILL REMAIN TASKED WITH THE DOMESTIC VIOLENCE (FELONY) DUTIES & RESPONSIBILITIES. REF AI# 89435

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

TRANSFERRING SUPP. ALLOWANCE FROM ADA III SLOT #0030.

Rosulinda Cruz
 Department Head

05/14/2025
 Date

[Signature]
 Department of Human Resources

shulz
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 05/13/2025 Current Slot No.: 0111/0005/A203
 Department Name: DA'S OFFICE Current Position Title: DIRECTOR, VICTIMS UNIT
 Department No.: 080-002/080-017/080-007 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

	ALLOWANCE AMOUNT: <u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 3,063.00</u> Proposed Budgeted Amount	<u>\$ 3,063.00</u> Net Change
<u>(080-007) DA Chapter 59</u>			
	ALLOWANCE AMOUNT: <u>\$ 2,937.00</u> Current Budgeted Amount	<u>\$ 2,937.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<u>(080-017) VAP Acct.</u>			
	TOTAL BUDGETARY IMPACT: <u>\$ 3,063.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other 5-1223-412-00-080-007-0-117 DA CCP 59

POSITION TYPE:

Full Time Regular Object Code 113
 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121
 Part Time Temporary Object Code 122

CIVIL SERVICE:

Exempt
 FLSA: Exempt
 Non-Exempt
 Non-Exempt

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

UPDATING SUPP.ALLOW. TO COMMENSURATE WITH EXPERIENCE, EDUCATION (UNDERGRADUATE & MASTER'S DEGREE) & HIGHLY QUALIFIED. THE EMPLOYEE WILL

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

BE RESPONSIBLE OF OVERSEEING THE VICTIMS UNIT AND PRETRIAL DIVERSION PGM. NO BUDGETARY IMPACT TO THE COUNTY; FUNDING OUT OF DISCRETIONARY FUND.

Rosaleen Cevallos
 Department Head

05/14/2025
 Date

[Signature]
 Department of Human Resources

5/21/25
 Date