



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 10/02/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 280992 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0010 & 0007

Dept./Prg. #: 080-002 & 080-015 Effective Date: 10/14/2025
(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 ATTORNEY III'S
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

10/02/2025
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 10/06/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 283070 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY II Slot No.: 0101

Dept./Prg. #: 080/002 Effective Date: 10/14/2025
(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: | |
|------------------------------------|--|
| 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 IS ASSIGNED TO THE MISDEMEANOR 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.

Rosalinda Centri 10/07/2025
Elected Official Signature Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 10/06/2025 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.: 0209

Dept./Prg. #: 080/002 Effective Date: 08/05/2025
(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: | |
|--|--|
| Step 2 – Exceed minimum by 2 years Step 3 – Exceed minimum by 3 years | Step 4 – Exceed minimum by 4 years Step 5 – Exceed minimum by 5 or more years |

JUSTIFICATION:

NEW HIRE WILL BE ASSIGNED TO THE MISDEMEANOR 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

10/07/2025
 Date