



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 02/05/2026 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.: 0036/0028

Dept./Prg. #: 080-002 & 080-015 Effective Date: 02/17/2026 28
(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:

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.

Rosalinda Contreras 02/05/2026
Elected Official Signature Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 02/05/2026 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.: 0024

Dept./Prg. #: 080-002 Effective Date: 02/23/2026
(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:

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.

Rosalinda Cruz 02/06/2026
Elected Official Signature Date