



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 06/03/2026 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 281913 Department Name: DISTRICT ATTORNEY'S OFFICE

Position Title: ASSISTANT DISTRICT ATTORNEY III Slot No.: 0040/ 0031

Dept./Prg. #: 080-002 & 080-015 Effective Date: 06/23/2026
(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:* APPOINTED

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 3 – Exceed minimum by 3 years	Step 4 – Exceed minimum by 4 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 FELONY ENTRY LEVEL ADA 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

06/03/2026
 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: 06/04/2026 Current Slot No.: 0144
 Department Name: DISTRICT ATTORNEY Current Position Title: CRIMINAL INVESTIGATOR II
 Department No.: 080 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

<input type="checkbox"/> Position	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input checked="" type="checkbox"/> Auto
ALLOWANCE AMOUNT:	\$1,100.00 \$0.00	\$3,600.00	\$2,500.00 \$3,600.00	\$3,600.00 \$0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
ALLOWANCE AMOUNT:			\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$3,600.00 \$2,500.00			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input type="checkbox"/> Other <u>TRANSFERRING FROM SLOT NO. 0116</u>	

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)

ADDING AUTO ALLOWANCE TO NEW HIRE # 157481

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

Rosalinda Campi
 Department Head

[Signature]
 Department of Human Resources

06/05/2026
 Date

6/12/26
 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: 06/04/2026 Current Slot No.: 0116
 Department Name: DISTRICT ATTORNEY Current Position Title: CRIMINAL INVESTIGATOR II
 Department No.: 080 -002 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 3,600.00</u>	<u>\$ 0.00</u>	<u>-\$ 3,600.00</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: -\$ 3,600.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other TRANSFERRING TO SLOT NO. 0144

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)

NO BUDGETARY IMPACT; TRANSFERRING ALLOWANCE TO NEW HIRE #157481

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

Rosaleen Clark
 Department Head

06/05/2026
 Date

[Signature]
 Department of Human Resources

6/2/26
 Date