

**From:** Patricia Bock  
**To:** Terry MacDonald  
**Date:** 12/17/03 9:40AM  
**Subject:** Auto Allowance footnote for DER position.

As we discussed this morning, an "(X)" footnote designation needs to be added to the Positions Ordinance amendments for DER contained in the December 16, 2003 report on new positions for 2004 (File Number 030915).

Andrea Knickerbocker discussed with Budget Office staff the need for automobile allowance and parking for a position in DER with a new recommended title of Recruiting and Training Specialist. Jennifer Gonda approved the request and said the "(X)" footnote would need to be added to the Positions Ordinance for the new title.

We therefore recommend that under the Department of Employee Relations, Training and Development Services, the footnote designation "(X)" be added to the title of "Recruiting and Training Specialist."

**CC:** Andrea Knickerbocker; Jennifer Gonda; Marti Cargile