



**City of  
Santa Clara**  
The Center of What's Possible

Community Development  
**Memorandum**

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**Date:** April 18, 2019

**To:** Human Resources

**From:** Permit Center Supervisor

**Subject:** Modified Job Specifications for Senior Permit Technician – Building Division

The Community Development Department's Building Division currently has a vacancy for the Senior Permit Technician position. The Building Division is requesting approval for the updated job specifications for this position. The changes, upon approval, will more clearly and accurately identify the knowledge, skills and abilities required to perform the job successfully.

A handwritten signature in blue ink, appearing to read "David Tran".

David Tran, Plan Review Manager for  
Craig Johnson, Building Official

**cc:** Craig Johnson