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Santa Clara**
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CITY OF SANTA CLARA

Fire Department
Memorandum

Date: May 13, 2019

To: Director of Human Resources

From: Fire Chief

Subject: Approve Modified Job Descriptions for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III

The Fire Department is requesting approval to modify the job descriptions for the Deputy Fire Marshal I, II, and III positions.

The Fire Department has collaborated with the Human Resources Department in the job analysis process to address the curriculum and certification changes recently implemented by the California Office of the State Marshal, Fire Training Division. Based on the analysis, it was determined that modifications to the Deputy Fire Marshal I, II and III job descriptions will be needed to accurately reflect the new State Fire Training curriculum and certifications.

In addition, we have made minor modifications to the International Code Council certifications to expand our potential candidate pool.

Please contact me at (408) 615-4951 if you have any questions regarding this request. Thank you in advance for your consideration.


for William G. Kelly
Fire Chief