



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

Community Development
Memorandum

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