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Title: Action to Modify Job Specification for Senior Permit Technician

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Attachments: 1. Job Specification, clean and draft, for Senior Permit Technician, 2. MemorandumMemorandum from Community Development Department to modify Job Specification for Senior Permit Technician

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| 5/13/2019 | 1 | Civil Service Commission | | |

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Senior Permit Technician

EXECUTIVE SUMMARY

The Community Development Department is requesting to revise the job specification for Senior Permit Technician based on the authority of Personnel & Salary Resolution, Sec. 6(d) "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The job specification for Senior Permit Technician was last revised in November 2018. The Community Development Department identified changes needed to the job specification to more accurately reflect the needs of the department and the duties required for this position.

Revisions were made to the Typical Duties, Knowledge, Skills, and Abilities, and Supervision Received sections of the job specification. The Typical Duties section was modified to include processing and issuing permits, as well as establishing, assigning, verifying, and correcting building addresses within the City for large scale multi-family, tract home and commercial projects; and coordinating workflows within the City departments and outside agencies for Capital Improvement Projects. The Knowledge, Skills, and Abilities section was updated to include, but not limited to, knowledge of permit process and computer application such as Tidemark and Accela; The updated job specification has been provided to the affected bargaining unit.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a

governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no additional cost to the City to revising the job specification other than administrative staff time and expense.

PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified job specification for Senior Permit Technician.

Reviewed by: Teresia Zadroga-Haase; Director, Human Resources

Approved by: Nadine Nader; Assistant City Manager

ATTACHMENTS

1. Job Specification, clean and draft, for Senior Permit Technician
2. Memorandum from Community Development Department to modify Job Specification for Senior Permit Technician