RJA

MANAGEMENT SERVICES, INC.

Supplemental Questionnaire

Supplemental Questionnaire Instructions

For your convenience the Supplemental Questionnaire can be completed online but must be **hand signed** and **mailed directly** to RJA Management Services, Inc. to complete your application package.

An application package consists of two (2) copies of your resume with a signed cover letter outlining your qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references.

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ALL MATERIALS MUST BE RECEIVED BY THE DATE ON RJA WEBSITE FOR CONSIDERATION.

TO APPLY: *Submit a complete application package consisting of this completed questionnaire, 2 copies of a current resume with cover letter, and a list of 5 professional references. Please notify RJA at (626) 447-3318 if you are unable to meet the deadline.*
SEND TO: *Dr. Richard Garcia, President, RJA Management Services, Inc., 550 W. Duarte Rd., Ste. 6, Arcadia, CA 91007.*

Position Applying For: ***UPPER SAN GABRIEL VALLEY MWD - GENERAL MANAGER***

First Name MI Last Name			Current Title
Home Address			Home Phone ( ) Cell Phone ( ) Business Phone ( )
			Email
Degree(s) and Related Certificates/Licenses	Dates Received		Have you ever been convicted of a felony or misdemeanor? (Pursuant to Ordinance 5356, the Criminal Records Ordinance. Convictions are not an automatic disqualification to employment.) If yes, please explain. ❑ Yes ❑ No
Are you bilingual? ❑ Yes ❑ No			Do you have any objections to RJA conducting background checks? If yes, please explain. ❑ Yes ❑ No

RJA would like for you to honestly evaluate your experience in/with the following job related activities.

Key: E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience

General Management	___	Engineering Principles/Practices	___	Contract Administration	___
Human Resources Management	___	Project Management	___	Dispute Resolution	___
Risk Management	___	Construction Management	___	Consensus Building	___
Strategic Planning	___	Capital Improvement Projects	___	Staff Development	___
Goal Setting	___	Water Recycling/Reclamation	___	Employee Relations	___
Organizational Analysis	___	Water Operations	___	Intergovernmental Relations	___
Information Systems	___	Water System Planning and Design	___	Board Relations	___
Financial Management	___	Policy Analysis	___	Community Relations	___
Budgeting	___	Environmental Laws/Regulations	___	Media Relations	___
Grant Writing	___	Contract Negotiations	___	Public Presentation	___

Please answer the following essay question. Be concise. Use additional paper, but ***no more*** *than one page total.*

Based on what you know or have learned about the Upper San Gabriel Valley Municipal Water District, what is your vision of the District in the next five years?

The following ***voluntary*** *and* ***confidential*** *questions are for statistical and research purposes only.*

How did you hear about this position?

- ❑ RJA Letter
- ❑ RJA Call
- ❑ Jobs Available
- ❑ AWWA
- ❑ Western City
- ❑ ACWA News
- ❑ Bcwaterjobs.com
- ❑ Other _____

Race/Ethnic Group

- ❑ African American
- ❑ Asian
- ❑ American Indian
- ❑ Caucasian
- ❑ Hispanic
- ❑ Filipino
- ❑ Other _____

Gender

❑ Female ❑ Male

Can you perform this function with reasonable accommodations?

❑ Yes ❑ No

EMPLOYMENT HISTORY:
Please note that your resume should reflect entire employment history.

Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary $	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary $	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary $	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary $	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____

I certify that the information on this supplemental questionnaire is true to the best of my knowledge and belief.

*DATE*_____*APPLICANT'S SIGNATURE*_____