



**First Review Beginning
July 26, 2019**

Management Services Supplemental Questionnaire

TO APPLY: Submit a complete application package consisting of this completed questionnaire, a copy of a current resume with signed cover letter outlining qualifications, and a list of 5 professional references. Please notify RJA at (626) 447-3318 if you are unable to meet the deadline.

EMAIL TO: rgarcia@rjamanagement.com or **Complete Online** rjamanagement.com/recruitment

Position Applying For				Monterey County, CA County Administrative Officer	
First Name	MI	Last Name	Current Title		
Home Address			Preferred Phone # ()	circle one C H W	
			Alternate Phone # ()	circle one C H W	
			Email		
Degree(s) and Related Certificates/Licenses		Dates Received	Do you have any objections to RJA conducting background checks if a finalist? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you bilingual? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language (s)?					

<i>RJA would like for you to honestly evaluate your experience in/with the following job related activities:</i>		Key: E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience	
Executive Management _____	Health Care Administration _____	Environmental Laws & Regulations _____	
Human Resources Management _____	Social Services Administration _____	Coastal City Laws & Regulations _____	
Risk Management _____	Justice Administration _____	Intergovernmental Relations _____	
Strategic Planning _____	Affordable Housing Development _____	Board Relations _____	
Goal and Priority Setting _____	Homeless Programs _____	Community Relations _____	
Organizational Assessment _____	Community/Economic Development _____	Media Relations _____	
Employee Relations _____	Water Resources Management _____	Contract Negotiations _____	
Information Technology _____	Flood Control _____	Dispute Resolution _____	
Financial Management/Planning _____	Land Use Planning _____	Communication Skills/Public Presentations _____	
Budgeting _____	Infrastructure/Repair _____	Consensus Building _____	
Revenue Generation _____	Public Works _____	Workforce Diversity _____	

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

How did you hear about this position? <input type="checkbox"/> RJA <input type="checkbox"/> Western Cities <input type="checkbox"/> ICMA <input type="checkbox"/> Jobs Available <input type="checkbox"/> NACO <input type="checkbox"/> Other _____ <input type="checkbox"/> CSAC	Race/Ethnic Group <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Filipino <input type="checkbox"/> American Indian <input type="checkbox"/> Other _____ <input type="checkbox"/> Caucasian	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other If you believe you possess any disability that would require test accommodation, please call RJA at (626) 447-3318.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EMPLOYMENT HISTORY:

Please start with most recent employment. Note: Your resume should reflect entire employment history.

Dates of Employment to	Current or Most Recent Job Title	Largest annual budget administered
	Organization and Location	
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	Prior Job Title	Largest annual budget administered
	Organization and Location	
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	Prior Job Title	Largest annual budget administered
	Organization and Location	
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	Prior Job Title	Largest annual budget administered
	Organization and Location	
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 _____