



Management Services, Inc.
Supplemental Questionnaire

OPEN UNTIL FILLED
FIRST REVIEW
July 9, 2015

TO APPLY: Submit a complete application package consisting of this completed questionnaire, 2 copies 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.
SEND TO: Dr. Richard Garcia, President, RJA Management Services, Inc., 2719 So. Mayflower Ave., Suite A, Arcadia, CA 91006.

Position Applying		County of Monterey	
		Director of Human Resources	
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	
Are you bilingual? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language(s)?		Do you have any objections to RJA conducting background checks? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> 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	_____	Position Classification	_____
Human Resources Management	_____	Compensation	_____
Municipal Management	_____	Salary Administration	_____
Merit Systems	_____	Benefits Administration	_____
Personnel Policies & Procedures	_____	Recruitment and Examination	_____
Budgeting	_____	Labor Relations	_____
Statistical Analysis & Reporting	_____	Employee Relations	_____
Goal Setting	_____	Training and Development	_____
Performance Appraisals	_____	Contract Negotiations	_____
Records Management Systems	_____	Contract Administration	_____
Human Resource Info. Systems	_____	Conflict/Dispute Resolution	_____
		Consensus Building	_____
		Merit Systems	_____
		EEO Laws & Regulations	_____
		Workforce Diversity	_____
		Strategic Planning	_____
		Working with elected officials	_____
		Community Relations	_____
		Intergovernmental Relations	_____
		Media Relations	_____
		Other _____	_____
		Other _____	_____

Please answer the essay question at the bottom of page 2.

The following voluntary and confidential questions are for statistical and research purposes only.		
How did you hear about this position?	Race/Ethnic Group	Gender
<input type="checkbox"/> RJA Letter <input type="checkbox"/> Jobs Available <input type="checkbox"/> RJA Call <input type="checkbox"/> CSAC <input type="checkbox"/> IPMA <input type="checkbox"/> Calperla <input type="checkbox"/> Western Cities <input type="checkbox"/> Other _____	<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 If you believe you possess any disability that would require test accomodation, please call RJA at (626) 447-3318.

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

Dates of Employment to	Job Title	Largest annual budget administered
Salary \$	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	Job Title	Largest annual budget administered
Salary \$	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	Job Title	Largest annual budget administered
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Dates of Employment to	Job Title	Largest annual budget administered
Salary \$	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 _____

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

How do you create a strategy to gain support for the mission of the Human Resource Department by Elected Officials and Elected and Appointed Department Heads? Describe the steps you would take to accomplish this strategy.

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

DATE _____ APPLICANT'S SIGNATURE _____