



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.



Management Services, Inc.
Supplemental Questionnaire

ALL MATERIALS MUST BE
RECEIVED NO LATER THAN
APRIL 18, 2005
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:		CITY OF OXNARD - PUBLIC WORKS DIRECTOR
Name		Current Title
Home Address		Home Phone ()
		Business Phone ()
Degree(s), Lic., and Related Certificates	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 If yes, what language(s)?		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	___ RFP Development	___ Equipment Maintenance ___
Human Resource Management	___ Budgeting	___ Park Maintenance ___
Staff Development	___ Contract Negotiation	___ Water Management ___
Civil Engineering	___ Contract Administration	___ Wastewater Treatment ___
Traffic/Transport. Engineering	___ Dispute Resolution	___ Solid Waste Collection ___
Capital Improvement Planning	___ Rate Setting	___ Solid Waste Processing ___
Technical Report Writing	___ Plan Check	___ Council Relations ___
Long Range Planning	___ Code Enforcement	___ Community Relations ___
Project Management	___ Street Maintenance	___ Intergovernmental Relations ___
Development Financing	___ Pavement Management Systems	___ Labor Relations ___
Please answer the following essay question. Be concise. Use additional paper, but no more than one page total.		
• What can RJA say to the City Manager that would convince him that you should be invited in for an interview?		

In accordance with State Law, the information requested below shall be used for statistical purposes only. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

How did you hear about this position?		Race/Ethnic Group	Sex
___ RJA Letter	___ APWA	___ African American	___ Hispanic
___ RJA Call	___ ASCE	___ Asian	___ Filipino
___ Western City	___ Internet	___ American Indian	___ Other
___ Jobs Available	___ Other	___ Caucasian	___ 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 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
Annual 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
Annual 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
Annual 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 _____

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

DATE _____ APPLICANT'S SIGNATURE _____