



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 BY  
**THE DATE ON OUR WEBSITE**  
www.rjamanagement.com  
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 call 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:				<b>CITY OF SAN DIEGO, CA- PERSONNEL DIRECTOR</b>			
First Name	MI	Last Name	Current Title				
Home Address			Business Phone ( )				
			Home Phone ( )				
			Cell Phone ( )				
Degree(s) and Related Certificates			Dates Received		Email		
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 demonstrated knowledge of or experience in/with the following job related activities.		<b>Key:</b> E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience	
General Management ____	Strategic Planning ____	Risk Mgmt./Workers Comp. ____	
Human Resources Management ____	Organizational Dev./Training ____	Labor/Employee Relations ____	
Municipal Management ____	Team Building ____	Contract Negotiations ____	
Diversity Management ____	Personnel Policies & Procedures ____	Contract Administration ____	
Financial Management ____	EEO/AA Laws & Regulations ____	Dispute Resolution ____	
Budgeting ____	Recruitment/Selection ____	Oral Communications ____	
Statistical Analysis ____	Position Classification ____	Written Communications ____	
Information Technology ____	Payroll/Salary Administration ____	Board./Commission Staff Support ____	
Records Management Systems ____	Benefits Administration ____	Community Relations ____	
Performance Appraisal ____	Background/Reference Checks ____	Government Relations ____	
Please answer the following essay question. Be concise. Use additional paper, but <b>no more</b> than one page.			
What can RJA say to the Client about you that would convince them that you should be invited for an interview? Please emphasize your experience working in a complex unionized environment.			

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	____ SCPMA	____ African American ____ Hispanic	____ Female ____ Male
____ RJA Call	____ San Diego IPMA	____ Asian ____ Filipino	Can you perform this function with reasonable accommodations? ____ Yes ____ No
____ Western City	____ GovtJobs.com	____ American Indian ____ Pacific Islander	
____ Jobs Available	____ Internet _____	____ Caucasian ____ Other	
____ IPMA	____ Other _____		

**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 \_\_\_\_\_