



Management Services, Inc.  
Supplemental Questionnaire

First Review Beginning the  
DATE ON RJA WEBSITE.

**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 For		Upper San Gabriel Valley Municipal Water District Community and Government Affairs Representative	
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	Have you ever been convicted of a felony? (Convictions are not an automatic disqualification for employment.) 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)?		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.		<b>Key:</b> E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience	
General Management	_____	Media Relations	_____
Strategic Planning	_____	Board Relations	_____
Goal Setting	_____	Marketing	_____
Policy Analysis	_____	Public Outreach	_____
Legislative Analysis	_____	Water Policy Issues & Trends	_____
Survey Data Analysis	_____	Water Resources Management	_____
Project Management	_____	Water Related Legislation	_____
Budgeting	_____	Public Administration	_____
Project Management	_____	Problem Solving	_____
Intergovernmental Relations	_____	Consensus Building	_____
Community Relations	_____	Audio/Visual Presentations	_____
Report Writing _____			
Public Presentations _____			
Oral Communication _____			
Written Communication _____			
Contract Administration _____			
Information Technology _____			
Other _____			
Other _____			
Other _____			
Please answer the following essay questions. Be concise. Use additional paper, but <b><u>no more than two pages.</u></b>			
Describe how your experience and background have prepared you to be the Director of Community and Government Affairs.			
What skills, knowledge or abilities sets you apart from other candidates?			

The following <b>voluntary</b> and <b>confidential</b> 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"/> 3CMA	<input type="checkbox"/> African American	<input type="checkbox"/> Female <input type="checkbox"/> Male
<input type="checkbox"/> RJA Call	<input type="checkbox"/> CAPIO	<input type="checkbox"/> Asian	If you believe you possess any disability that would require test accomodation, please call RJA at (626) 447-3318.
<input type="checkbox"/> ACWA	<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> American Indian	
<input type="checkbox"/> AWWA	<input type="checkbox"/> Other _____	<input type="checkbox"/> Caucasian	

**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 _____
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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 \_\_\_\_\_