Limited Examination and Appointment Program (LEAP)

Overview

The following table depicts the topics discussed in this document.

Topic	See Page
Policy	0
Definition/Explanation	1
Roles and responsibilities	2
LEAP Hiring Process	4
LEAP Evaluation Process	8
LEAP Transition Process	13
LEAP Termination Process	14
LEAP Appeal Process	17
Resources	17
LEAP Classification Titles and Class Codes	Attachment 1
LEAP Candidate Job Examination SPB 273 (Sample)	Attachment 2

Policy

The DGS shall use Limited Examination and Appointment Program (LEAP) referral lists to fill vacancies.

When a Request for Personnel Action (RPA) is submitted indicating that the Certification process is to be utilized to fill a vacancy, the Certification Unit orders the LEAP list in addition to the non-LEAP employment list.

All qualified LEAP candidates who apply for the vacant position shall be considered for the position. The selection criteria shall apply to all candidates when making a determination of the "best qualified" individual for the position.

Continued on next page

Limited Examination and Appointment Program (LEAP), Continued

Definition/ explanation

The Limited Examination and Appointment Program (LEAP) is an alternative selection process for persons with disabilities. It is designed to:

- Minimize the adverse impact of the traditional selection process by providing an alternate means of assessing the qualifications and skills of job applicants with disabilities.

- Facilitate the recruitment, testing and hiring of persons with disabilities into State service by means of paid on-the-job examination process.

LEAP lists are not employment lists. They are referral lists from which the DGS may select a candidate to make a temporary appointment (TAU) to the "LEAP Candidate (Identified Class)" in order for the candidate to complete the second part of the LEAP examination process; the "on-the -job" performance examination.

Continued on next page

Limited Examination and Appointment Program (LEAP), Continued

Roles and responsibilities

The following table depicts the roles and responsibilities in the LEAP process.

Role	Responsibility
Personnel Liaison (PL) – for coded positions	• Submits RPA to fill a vacancy to C&P Analyst • Submits applications to the hiring supervisor for review and selection of interviewees • Schedules interviews • Notifies the C&P Analyst of candidate selection and indicates if the candidate is from the LEAP referral list • If LEAP candidate is selected, the RPA must be reclassified to the LEAP classification, classification code 4687, to make a LEAP appointment • Provides appropriate medical clearance form for job offer interview to hiring supervisor • Forwards hiring documents to Personnel Specialist (PS) and LEAP Coordinator as appropriate • After position is reclassified to LEAP coded position, submits RPA to reclassify LEAP position to the civil service classification to transition LEAP candidate to the civil service classification
Personnel Liaison (PL) for blanket positions	• Submits RPA to fill a vacancy to C&P Analyst • Submits applications to the hiring supervisor for review and selection of interviewees • Schedules interviews • Notifies the C&P Analyst of candidate selection and indicates if the candidate is from the LEAP referral list • If LEAP candidate selected, submits a new RPA under the LEAP classification in the blanket, i.e., xxx-xxx-4687-9xx to make the LEAP appointment • Provides appropriate medical clearance form for job offer interview to hiring supervisor • Forwards hiring documents to Personnel Specialist (PS) and LEAP Coordinator as appropriate • Original RPA is held for the transition of the LEAP candidate to the civil service classification
Classification and Pay (C&P) Analyst	• Reviews and approves the RPA • Forwards RPA to Certification Specialist to order the LEAP referral list in addition to the non-LEAP employment list and distribute contact letters • Verifies candidate's LEAP or list eligibility • Notifies PL that selected candidate is approved for job offer

Continued on next page

Limited Examination and Appointment Program (LEAP), Continued

Roles and responsibilities
(continued)

Role	Responsibility
Certification Specialist	• Orders the LEAP referral list and non-LEAP employment list • Disseminates contact letters to all candidates • Clears LEAP referral list and non-LEAP employment list • Forwards RPA to PS for processing
Hiring Supervisor	• Interviews candidates • Does not ask disability-related questions of any candidate • Makes job offer • Has employee complete appropriate medical clearance form following interactive process • Returns completed forms to PL for processing • Conducts job evaluation once each month for one-third of traditional class probationary period (SPB 273) and submits to LEAP Coordinator • Discusses evaluation with LEAP candidate
LEAP Coordinator	• Acts as central contact for information about LEAP and the hiring process • Monitors LEAP appointments to ensure that the process is working effectively • Coordinates the processing of LEAP documentation to SPB • Assists hiring supervisor with LEAP problems • Acts as liaison with SPB regarding LEAP • Serves as resource to LEAP candidates and appointees
Personnel Specialist	• Processes LEAP appointment • Process RPA to transition LEAP appointee
LEAP Candidate	• Obtains LEAP certification • Applies for, competes in and is successful for LEAP examination • May contact departments directly for an interview • Must respond to contacts to avoid list inactivation • Must successfully pass job evaluation period for transition to traditional classification

LEAP Hiring Process

Hiring interview

In filling vacant positions, hiring supervisors may interview candidates from the:

- LEAP referral list
- Regular eligible list

Additionally,

- Hiring supervisors MUST NOT ask specific questions about the candidate's disabilities
- Questions MUST BE job-related
- ALL candidates on the LEAP referral list are eligible for hiring consideration.

Medical clearance process

The medical clearance process is the same for LEAP candidates as it is for any other appointment.

When there are questions about the suitability of appointing an individual to a particular position, the hiring supervisor may request that medical information be reviewed by the State Personnel Board (SPB) Medical Officer through the Reasonable Accommodation Coordinator (RAC).

The medical clearance process will be facilitated if the hiring supervisor **designates "LEAP CANDIDATE" at the top of the health questionnaire form.**

Continued on next page

LEAP Hiring Process, Continued

STPP

The SPB Medical Officer will review medical information about the individual and the information about the job duties (essential functions duty statement MUST be attached to the health questionnaire) to be performed in order to determine the suitability of the person for a position.

If	Then
Individual found unsuitable	Medical officer will recommend that DGS reject the individual for medical reasons
Individual found suitable	Medical officer will report that the individual has an unconditional medical clearance for the position
Individual found suitable with the exception of some medical limitation	Medical officer will report that the person has medical clearance for the position and is "Subject to Proper Placement" (STPP)

When	Then
Individual determined STPP	• Medical officer prepares letter that describes the functional limitations in relation to the position • Copies of letter provided to individual and DGS **If** / **Then** DGS receives STPP letter / RAC will discuss possible accommodations

Continued on next page

LEAP Hiring Process, Continued

Request for RA

There may be cases where a LEAP candidate will initiate a request for a reasonable accommodation (RA) during the job examination period (JEP). The accommodation can be anything that will assist the individual to perform the essential functions of the position.

LEAP appointment

All individuals selected under LEAP will receive temporary (TAU) appointments during a JEP. (Caution: The C&P Analyst will verify that individuals have sufficient TAU eligibility to complete the JEP. No individual may serve in one or more positions under TAU longer than 9 months in 12 consecutive months.) LEAP referral lists may be used to fill other than full-time positions.

When	Then
Filling temporary, part-time, or intermittent vacancies	DGS must clearly describe the tenure and time base of these positions to potential employees at the time of hire
LEAP class is a deep class	LEAP candidates may be appointed to alternate ranges as follows: • Fully meets the alternate range criteria for the parallel civil service class • The Personnel Action Request (PAR) is correctly completed

Continued on next page

LEAP Hiring Process, Continued

LEAP appointment (continued)

Prior to making a LEAP appointment during a hiring freeze, a hiring freeze exemption MUST have been approved.

If	Then
There is a State Restriction of Appointment (SROA) list for the parallel civil service class	It must be cleared prior to making an appointment to the LEAP class
SROA list cleared	Appointment may be processed
SROA not cleared	SROA exemption must be obtained

Salaries and benefits

Employees in LEAP classes receive the same salary and benefits that any other TAU employee in the parallel class receives.

Those employees working on a half-time or greater basis are entitled to receive health benefits; however, they are not eligible to apply for dental or vision care benefits until they receive a permanent appointment. Leave benefits are prorated according to the proportional amount of time worked.

If	Then
LEAP employee already a permanent State employee	Benefits would remain in place

Bargaining unit

All candidates appointed to the LEAP class will be in Bargaining Unit 1. When appointed to the parallel class, they will be placed in the appropriate bargaining unit of the parallel class.

Additional information

- Time spent in the LEAP class **does** count toward the salary anniversary date for the parallel class.
- Time spent in the LEAP class **does not** count toward completion of the probationary period of the parallel class.
- Those appointed to the LEAP class are entitled to receive the same general salary adjustments as those in the parallel identified class.
- Hiring Above Minimum (HAM) authorization for extraordinary qualifications **does not** apply to LEAP appointments.

LEAP Evaluation Process

JEP

The purpose of the job examination period (JEP) is to assess the skills and abilities of individuals in the LEAP class. Candidates must successfully demonstrate their ability to perform the essential functions of the job classification in order to successfully complete their LEAP examination.

Time period

The length of the JEP is one-third that of the probationary period for the parallel class (i.e., two months for classes with a six-month probationary period, and four months for classes with a twelve-month probationary period.

If	Then
Candidate is working part-time	JEP is prorated at a rate comparable with two months equaling 280 hours or four months equaling 560 hours

Evaluation standards

The State Personnel Board (SPB) determines the Critical Class Requirements (CCR) that are used to evaluate employees in the LEAP class. The CCRs will be based on the knowledge, skills, and abilities identified in the class specification of the parallel class, which are considered necessary to perform the essential functions of the job. The CCRs will be stated on LEAP examination bulletins and on LEAP Candidate Job Examination Form, SPB 273 (sample attached)

Observing performance

The JEP is comprised of the time that the supervisor is observing the performance of the individual in the LEQP class. In order to provide a fair evaluation of the LEAP candidate's performance, the supervisor MUST observe the performance over the full two or four-month JEP.

If	Then
Supervisor cannot observe the performance for any period of time	JEP should be extended to 10 weeks for a two-month evaluation or 18 weeks for a four-month evaluation period

Continued on next page

LEAP Evaluation Process, Continued

Monthly evaluations

The supervisor will evaluate the LEAP candidate **once** each month during the JEP, documenting the evaluations on a form SPB 273. A copy of the SPB 273 MUST be submitted to the DGS LEAP Coordinator. The LEAP Coordinator is responsible for monitoring the progress of the candidate during the JEP.

Final evaluation

At the time of the final evaluation, the LEAP candidate should be ready for appointment to the parallel civil service class.

If	Then
LEAP candidate not ready and DGS has decided to terminate	DGS must follow termination process discussed later in this document

Final evaluation process

To process the final evaluation on a LEAP candidate who has successfully completed a JEP, use the following steps to complete the form SPB 273:

Step	Action
1	Supervisor must check "yes" under "Final Evaluation Only"
2	Supervisor must include justification under "Supervisor Comment"
3	Both the supervisor and LEAP candidate must review and sign
4	Supervisor keeps a copy, provides candidate with a copy, submits original to DGS LEAP Coordinator
5	DGS LEAP Coordinator submits final evaluation package to Statewide LEAP Coordinator at SPB, which includes: • Cover memo • Original copy of all SPB 273 forms • Original copy with any responses to the evaluations by the LEAP candidate
6	Statewide LEAP Coordinator reviews the request and supporting evaluation package **If** / **Then** Approved / Coordinator will determine appropriateness of effective date and complete memo of approval
7	Approval memo returned to DGS LEAP Coordinator for processing a PAR

Continued on next page

LEAP Evaluation Process, Continued

JEP extension

Two or four-months are usually adequate to evaluate a LEAP candidate's performance during the JEP. The DGS may request an extension of time for a LEAP candidate, if necessary, to properly assess his/her performance. The SPB Statewide LEAP Coordinator must approve all requests for extensions. Requests must be and approved **no later than 30 days** following the last day of the JEP. The DGS must inform the candidate of the reasons for the request for any extension of time. The candidate must also be made aware of the level of performance that is expected for a satisfactory rating during the time remaining, if the extension is approved.

Requests for extensions are evaluated on a case-by-case basis. Extensions have been approved during the JEP for the following reasons:

- Candidate needs to improve and the department expects a satisfactory performance within a short period of time
- Candidate needs to improve and is placed in a different position where the department expects a better job-person match
- Candidate is attending classroom training
- Department is arranging for reasonable accommodation
- Candidate is on an approved leave of absence (e.g., short-term illness, etc.

JEP extension process

To process a request for an extension of the JEP, use the following steps.

Step	Action
1	Supervisor must check "no" and check "Request Extension of Job Trial Period" under "Final Evaluation Only" on form STP 273
2	Supervisor must include justification for a request to extend time under "Supervisor Comments"
3	Supervisor and the LEAP candidate must review and sign the SPB 273 requesting an extension of time
4	Supervisor will keep a copy of the SPB 273, provide the candidate a copy, submit the original to the DGS LEAP Coordinator

Continued on next page

LEAP Evaluation Process, Continued

JEP extension process

Step	Action
5	DGS LEAP Coordinator must submit a request for extension of time and get approval from the SPB Statewide LEAP Coordinator no later than 30 days following the last day of the JEP **If** / **Then** Approval is not obtained within 30 days / Candidate is automatically presumed to have successfully passed the JEP and MUST be appointed to the parallel civil service class
6	SPB Statewide LEAP Coordinator evaluates request and responds no later than 30 days following the last day of the JEP

Reduction in JEP

The DGS may request a reduction of time for a particular LEAP candidate, under specific conditions. Requests for early transition of a LEAP candidate MUST meet all of the following conditions:

1. The LEAP candidate held a position in state civil service during the twelve-month period prior to the effective date of the LEAP appointment; and
2. The duties performed in the position in (1) above were equivalent in level of responsibility and requirements of knowledge, skills and abilities to the duties of the position to which the LEAP candidate will be appointed upon completion of the LEAP JEP; and
3. The position in (1) above was held by the LEAP candidate for a period of time that equals or exceeds the LEAP JEP; and
4. The LEAP candidate has written evidence of satisfactory performance in all aspects of the position in (1) above; and
5. The LEAP candidate's current appointing power request that the LEAP JEP be reduced.

Continued on next page

LEAP Evaluation Process, Continued

Reduced JEP process

To process a request for a reduction of time, a final evaluation of the LEAP candidate must also be completed. Use the following steps to complete the SPB 273.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Supervisor MUST check "yes" under "Final Evaluation Only"</td></tr>
<tr><td>2</td><td>Supervisor MUST include justification under "Supervisor Comments." The justification MUST indicate that all the conditions specified above are met.</td></tr>
<tr><td>3</td><td>Supervisor and LEAP candidate will review and sign the SPB 273</td></tr>
<tr><td>4</td><td>Supervisor keeps a copy of SPB 273, provides the candidate a copy, submits original to DGS LEAP Coordinator</td></tr>
<tr><td>5</td><td>DGS LEAP Coordinator submits request for reduction of time to SPB Statewide LEAP Coordinator</td></tr>
<tr><td>6</td><td>SPB Statewide LEAP Coordinator reviews request and supporting documentation
<table>
<tr><th>If</th><th>then</th></tr>
<tr><td>Approved</td><td>SPB Statewide LEAP Coordinator determines the appropriateness of the effective date and completes a memo of approval for appointment to parallel class</td></tr>
</table></td></tr>
<tr><td>7</td><td>Approval memo returned to DGS LEAP Coordinator for processing PAR</td></tr>
</table>

LEAP Transition Process

Transition

Individuals appointed to the LEAP candidate class who successfully complete their JEP will be transitioned to the parallel class contingent upon the following conditions and through the RPA process:

- The JEP has been successfully completed: and
- The DGS submits verification to SPB that the LEAP candidate has successfully completed the LEAP JEP

If	Then
DGS does not submit a final evaluation within 30 days after the last day of the JEP	It is presumed that the LEAP candidate has demonstrated satisfactory performance in the LEAP examination and MUST be appointed to the parallel class with the effective date of the day after completion of the JEP

Restoration to LEAP list

Following transition from LEAP to the parallel class, the employee serves the regular probationary period.

If	Then
Employee is rejected during the probationary period	S/he may request, in writing, that his/her name be restored to active status on the LEAP list for the remaining period of his/her eligibility.

LEAP Termination Process

Requirements

The following table depicts the requirements for LEAP termination. In taking such an action, the DGS shall give written notice at least five working days prior to the effective date of the termination, setting forth the:

- reasons for termination
- right to respond to DGS
- right to appeal the action to SPB

If	Then
LEAP candidate does not satisfactorily demonstrate the level of knowledge, skills and abilities required to effectively perform the duties of the parallel class	DGS may terminate the appointment
Actions to terminate LEAP candidate are not taken within 30 days following the last day of the JEP	It shall be presumed that the candidate has passed the examination and s/he MUST be appointed to the parallel class

Reasonable accommodation

When considering the termination of a candidate for unsatisfactory performance, the supervisor MUST ensure that the cause of the problem is not due to the failure to provide reasonable accommodation. Reasonable accommodations MUST be considered prior to concluding that a candidate is unable to perform the work of his/her position.

Continued on next page

LEAP Termination Process, Continued

Termination

If the DGS has made a decision to terminate a candidate, the supervisor MUST complete SPB 273 documenting performance problems and recommend termination of the JEP for the LEAP candidate, using the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Supervisor MUST check "no" in the final evaluation section of SPB 273, and his/her comments MUST include justification for the termination</td></tr>
<tr><td>2</td><td>Supervisor MUST keep a copy, provide a copy to the LEAP candidate and submit original to DGS LEAP Coordinator</td></tr>
<tr><td>3</td><td>DGS LEAP Coordinator submits a signed cover memo, the final evaluation, and monthly evaluations to the SPB Statewide LEAP Coordinator as notification of final action</td></tr>
<tr><td>4</td><td>SPB Statewide LEAP Coordinator will review SPB 273 to ensure the candidate has received a fair evaluation
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>There are questions (e.g., it appears the DGS did not provide reasonable accommodation),</td><td>SPB Statewide LEAP Coordinator will raise the question(s) with DGS</td></tr>
<tr><td>It appears candidate received a fair evaluation</td><td>SPB Statewide LEAP Coordinator will return a "Letter of Receipt of Notification" to DGS</td></tr>
</table></td></tr>
</table>

Other separations

There are four other types of separation that may occur vs. termination, which include:

- resignation without fault - voluntary resignation (S01)
- termination without fault (S31)
- termination with fault (S40)
- dismissal (S41)

Continued on next page

LEAP Termination Process, Continued

Restoration

Upon written notification from a LEAP candidate terminated without fault the SPB will restore his/her name to the active status on that LEAP referral list for the remaining period of eligibility.

The names of LEAP candidates terminated with fault shall not be restored to active status on that LEAP referral list without the consent of the SPB Executive Officer.

The names of LEAP candidates dismissed shall not be restored to the list; however, the provisions of SPB Rule 211 (Eligibility) apply.

Return to former position

A State employee who has attained permanent civil service status prior to accepting a LEAP appointment, who does not successfully complete the JEP in the LEAP candidate class, and who is terminated without fault has the right to return to his/her former position.

It is the responsibility of the employee to inform the former appointing power within 10 working days after the effective date of the termination of his/her intent to exercise mandatory reinstatement rights.

A State employee, who has attained permanent civil service status prior to accepting a LEAP appointment and is dismissed, does not have a right of return.

LEAP Appeal Process

Rights

While LEAP is somewhat different from the traditional selection process, the rights of LEAP candidates are protected in the same way. LEAP candidates may appeal for the following actions:

- a refusal to certify eligibility to participate in the program
- a rejection of an applicant to participate in the examination
- a disqualification by an interview panel or by any other selection method used
- a denial of a request for reasonable accommodation during the JEP
- a termination of an appointment, of a candidate, during the JEP

Resources

The table below depicts the various resources available regarding LEAP.

Resource	Section
Law and Regulation http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=ExpandTree&AP=I1CF55150D48D11DEBC02831C6D6C108E&ItemKey=I1CF55150D48D11DEBC02831C6D6C108E&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL13.04&VR=2.0&SPa=CCR-1000&pbc=DA010192&fragment#I1CF55150D48D11DEBC02831C6D6C108E	GC 18931, 19230(c), 19240-19244, 19253.5, 192161 SPB Rules 51-54.2, 172, 211, 321, 547/50-547.57
Responsible Control Agency and Program http://spb.ca.gov/ http://inside.dgs.ca.gov/eeo/Home.aspx	SPB, DGS EEO
Other:	
CalHR http://www.calhr.ca.gov/state-hr-professionals/Pages/limited-examination-appointment-program.aspx DGS Leap Coordinator (Equal Employment Opportunity Office)	CalHR LEAP Program (916) 376-5127

Attachments

List of LEAP classes (see next page), Sample SPB 673 (LEAP Candidate Evaluation)

LEAP Classification Titles and Class Codes

Titles The following table depicts the LEAP classification titles and class codes.

Account Clerk II 4687-1-03	Office Assistant (Typing) 4687-1-10
Accountant Trainee 4687-1-26	Office Technician (General) 4687-1-46
Accounting Technician 4687-1-02	Office Technician (Typing) 4687-1-47
Assistant Information Systems Analyst 4687-1-06	Painter I 4687-1-30
Auditor I 4687-1-08	Park Maintenance Assistant 4687-1-36
Benefit Program Specialist I 4687-1-50	Program Technician 4687-1-14
Building Maintenance Worker 4687-1-34	Programmer 4687-1-43
Business Tax Representative 4687-1-18	Research Analyst I (Various) 4687-1-44 • General • Social/Behavioral • Economics • Demographics
Carpenter I 4687-1-31	Staff Counsel 4687-1-20
Computer Operator 4687-1-27	Staff Services Analyst 4687-1-07
Custodian 4687-1-28	Staff Services Management Auditor 4687-1-04
Electronics Technician 4687-1-33	Supervising Cook I 4687-1-32
Employment Program Representative 4687-1-48	Transportation Engineer, Civil 4687-1-24
Energy Analyst 4687-1-11	Transportation Planner 4687-1-25
Environmental Specialist I 4687-1-23	Vocational Instructor (Various) 4687-1-37 • Auto Body & Fender Repair • Auto Mechanics • Dry Cleaning Work • Electronics • Landscape Gardening • Upholstering • Welding
Fair Employment & Housing Consultant I 4687-1-41	Word Processing Technician 4687-1-01
Food Service Worker I 4687-1-38	
Graduate Legal Assistant 4687-1-19	
Groundskeeper 4687-1-29	
Key Data Operator 4687-1-13	
Laboratory Assistant 4687-1-16	
Mailing Machines Operator I 4687-1-39	
Maintenance Mechanic 4687-1-35	
Office Assistant (General) 4687-1-09	