

**HIRING AND EMPLOYING PEOPLE WITH DISABILITIES**

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**Objectives**

- CA's Disability Employment Program/LEAP
- Performance Measurement
- Interviews
- Reasonable Accommodation
- Tools/Resources
- Free, Online Training

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**The Underutilized Human Resource: Benefits and considerations of hiring and employing people with disabilities**

CA Model Employer Initiative (CMEI) Goal:

Measurably increase the number of people with disabilities in State civil service.

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### Measuring Instrument

The Annual Census of Employees in the State Civil Service

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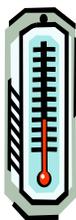
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### The state of the State

Per the 2010/2011 Annual Census Report, the overall representation of employees with disabilities in CA civil service is 10.2%; we should be @ 16.6%



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### Current LEAP Examinations

- Custodian
- Office Assistant (General and Typing)
- Office Technician (General and Typing)
- Program Technician
- Staff Services Analyst

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### What is LEAP?

- SPB established LEAP in 1989
- Alternate State civil service selection/exam program for people with disabilities (can also be used to promote)

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### Key Factors about LEAP

- Can be used to promote
- All candidates are reachable
- Many candidates are available
- LEAP lists are automatically pulled
- Can't merge lists but can manually blend applications
- Flexibility
- Low risk trial of the candidate

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### Job Interviews

Tips for interviewing people with disabilities

[Link to tips for interviewing people with disabilities](#)

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**Videos**

Two videos are available that may be of interest

[LEAP videos on Department of Rehabilitation's website](#)

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**Reasonable Accommodation**

- Requests
- **\*\*Procurement\*\***
- Resources

[Link to tips on Reasonable Accommodation](#)

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**Marketing and Recruitment**

- Get the word out
- Outreach to job seekers with disabilities

[Link to Module 3 of Online Disability Employment Training](#)

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### Tools and Resources

- CMEI Online Disability Employment Training
- LEAP and Reasonable Accommodation Coordinators
- Job Accommodation Network (JAN)
- CalHR.ca.gov
- Jobs.ca.gov
- Department of Rehabilitation
  - Workforce Development Section [wdsinfo@dor.ca.gov](mailto:wdsinfo@dor.ca.gov)
  - Disability Access Section contact info

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### Time for Questions

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### Summary of Key Points

- All LEAP Candidates are reachable for hiring
- Ordering Cert lists pulls up LEAP and non-LEAP
- All Cert Rules must be followed for LEAP hires
- Most Reasonable Accommodations are little or no cost
- Prior to interview, inform all of what it entails
- Action: Interview & use LEAP lists to fill vacancies

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