

LEAP Coordinator Checklist

The departmental Limited Examination and Appointment Program (LEAP) Coordinator serves a critical role as the central point of contact for the program. Of utmost importance is communicating with key departmental contacts, maintaining knowledge of candidate status, providing tools and information to supervisors, informing candidates of what to expect, and effectively addressing issues that may arise throughout the examination process.

- **Upon Notification of a LEAP Hire:**

- Contact the newly hired LEAP candidate and provide your contact information. Explain the examination process and JEP timelines.
- Explain the following to the LEAP candidate's supervisor:
 - CalHR 273 JEP evaluation forms (provide forms)
 - Timelines
 - Areas to be assessed also related to the position duty statement
 - LEAP is a confidential exam process
 - LEAP candidates may request a Reasonable Accommodation
 - Extension and termination criteria

Note: Explain to supervisors and candidates that LEAP candidates no longer serve probation. In addition, explain that LEAP candidates are considered temporary employees while serving in the JEP and have yet to achieve civil service status.

- **During the Job Examination Period:**

- Monitor candidate status and assist the supervisor by setting reminders of JEP evaluation due dates and follow up if evaluations are not complete or not received in a timely manner.

- **Transition Approval:**

- Review the completed CalHR 273 JEP evaluation forms to ensure all Knowledge, Skills, and position competencies have been assessed and reflected on the form. Verify the evaluation forms are signed by the supervisor and employee. Verify the supervisor has checked the "Yes to Approve" box on the final evaluation form.

- Send a memo to CalHR requesting approval to transition the candidate from the testing classification into the parallel civil service classification. Include the original completed CalHR 273 JEP evaluation forms, duty statement, and if 'other than fulltime' employee, submit their timesheets.
- If there are no questions or concerns, CalHR will issue an approval memo. Upon receipt of the CalHR approval memo, forward a copy to the LEAP candidate and the Personnel Office. Follow up with the Personnel Office within one week to ensure the transaction is complete.

Note: Remind Personnel that LEAP is an exam process, and JEP evaluation forms should not be placed in candidates' Official Personnel Files.

LEAP CONTACT INFORMATION

LEAP documents should be sent to the below address:

LEAP Manager
CalHR Office of Civil Rights
1515 S Street, North Building, Room 400
Sacramento, CA 95811

(916) 322-3748 Voice
7-1-1 California Relay Service
LEAP@CalHR.ca.gov