

California Department of Human Resources
 Limited Examination and Appointment Program (LEAP)
 Frequently Asked Questions | Updated March 2024

	<p style="text-align: center;">General Information</p>
1.	<p>What are the steps in pursuing employment through LEAP?</p> <ol style="list-style-type: none"> 1. Create a CalCareers Account. 2. Get LEAP certified through the California Department of Rehabilitation (DOR). 3. Take LEAP Examinations (also known as Minimum Qualifications Assessment/Readiness Evaluation) to obtain list eligibility. 4. Apply for vacant positions. 5. Participate in an interview process and demonstrate that you are the most qualified person for the job. 6. If selected, complete the Job Examination Period (JEP). 7. Upon successful completion of the JEP, you're hired!
2.	<p>Aside from the LEAP FAQs, are there other resources departments can use to guide them in administering LEAP?</p> <p>Yes. Departments can refer to the statewide LEAP Policy and the LEAP Coordinator Checklist. Other LEAP resources are posted on CalHR's LEAP Webpage.</p>
3.	<p>How can departments get LEAP brochures?</p> <p>Departments may request brochures from DOR's Workforce Development Unit at Workforce.Development@dor.ca.gov or at 916-558-5423.</p>
	<p style="text-align: center;">LEAP Certification</p>
4.	<p>How can I check the status of my LEAP certification?</p> <p>Log into your CalCareers account. Under "Job Applications," select "Additional Records." If the Department of Rehabilitation (DOR) has added your LEAP certification, the LEAP record will display a link stating "On File." Select the "On File" link to check whether LEAP status is active. If it is inactive, contact DOR's Workforce Development Unit at Workforce.Development@dor.ca.gov or at 916-558-5423.</p>
5.	<p>Does a LEAP certification expire?</p> <p>No. LEAP certifications do not expire, however, those issued prior to 2017 may not be linked to an individual's CalCareers account. To link LEAP certifications from 2017 and earlier to CalCareers, contact DOR's Workforce Development Unit at Workforce.Development@dor.ca.gov or at 916-558-5423.</p>

6.	<p>How can departments verify if an individual is LEAP certified?</p> <p>Each department's Human Resources (HR) office can verify LEAP certification through the Examination Certification Online System (ECOS).</p>
7.	<p>How do I change my name on my LEAP certification?</p> <p>Contact a CalHR ECOS staff member at 866-844-8671.</p>
	<p>LEAP Examinations</p>
8.	<p>Can departments establish new LEAP exams?</p> <p>Yes. Departments may contact CalHR's Selections Division at Servicewide@calhr.ca.gov for guidance on establishing new LEAP exams.</p>
9.	<p>Which LEAP exams can I take?</p> <p>LEAP certified job seekers who meet the classification's minimum qualifications are eligible to take LEAP exams, which are posted on the CalCareers webpage.</p>
	<p>Applying for Vacant Positions</p>
10.	<p>Do LEAP candidates need to submit job applications?</p> <p>Yes. Like other candidates, LEAP certified individuals must submit a job application and other required documents to apply and compete for state job openings.</p>
11.	<p>Are individuals required to indicate in their job application and interview that they are LEAP certified?</p> <p>No.</p>
	<p>Hiring Process</p>
12.	<p>Can a LEAP certified individual be hired for a Limited Term (LT) position?</p> <p>Yes. A LEAP certified individual can be hired for an LT position if there is a LEAP referral list available for the classification, the individual is on the LEAP referral list, the individual applies for the position, and is selected as the most qualified applicant for the job.</p> <p>Unless the position's tenure changes to permanent, the individual will not be appointed to permanent status even after successfully completing the JEP.</p>

	Job Examination Period
13.	<p>How do we determine the length of the JEP?</p> <p>According to 2 CCR 547.58.1, the JEP shall be determined, as follows:</p> <p>(a) The length of a job examination period for a LEAP-certified class shall be the same as the length of the probationary period of the parallel classification. For examination appointments to classifications in positions that have a full-time base, the length of the job examination period shall be based on monthly pay periods worked. For examination appointments to classifications in positions that have a part-time or intermittent time base, the length of the job examination period shall be based upon the following:</p> <p>(1) If the probationary period for the parallel classification is six months, the job examination period shall be 840 hours.</p> <p>(2) If the probationary period for the parallel classification is one year, the job examination period shall be 1680 hours.</p> <p>(3) Hours worked toward completion of the job examination period must be physically worked. Time off from work shall not be counted.</p> <p>(b) Where the job examination period is for a classification in a position that has an intermittent time base and the parallel classification has a one-year probationary period, the appointing power may allow the candidate to work during the job examination period in excess of the 1500-hour working limitation within 12 consecutive months where there is availability of work and funds.</p> <p>(c) The duration of the job examination period shall only be shortened or extended as provided herein.”</p> <p>For additional guidance, please contact your department’s HR Office.</p>
14.	<p>The JEP is the same length as the probation for the parallel classification. Where can I find the probation length for a classification?</p> <p>The State of California Civil Service Pay Scale – Alpha by Class Title resource shows the probation length for each classification. Please check with your HR Office if you need additional guidance.</p>
15.	<p>How often are supervisors required to provide JEP evaluations?</p> <p>2 CCR 547.58.3 requires supervisors to assess job performance and provide written evaluations to LEAP candidates during the JEP at least once every four weeks, regardless of time base.</p>
16.	<p>Are departments required to use the CalHR JEP Evaluation Form (CalHR 273)?</p> <p>No. The CalHR 273 form is a sample JEP evaluation form, which departments may use to document a LEAP candidate’s performance and the supervisor’s feedback. Departments may use other JEP evaluation documentation methods approved by their HR Office.</p>

17.	Who is the reviewing officer of the CalHR 273 form? The reviewing officer is the second-level supervisor.
18.	Is it permissible to store JEP evaluations electronically? Yes. JEP evaluations may be stored electronically at the discretion of the appointing authority.
19.	Are electronic signatures acceptable on the CalHR 273 form? Yes.
20.	Who is responsible for listing the essential functions and other duties on the JEP evaluation form? The supervisor is responsible for completing the JEP evaluation form.
21.	If a LEAP candidate has two out of eight essential functions rated as "Goal Not Met" on the STD. 273, does this automatically mean they do not pass the JEP? No. Ultimately, it is up to the supervisor to determine through the JEP process whether to recommend appointment to the position.
22.	After passing the JEP, if the position's tenure is not permanent, can the LEAP candidate remain in the LT position for the entire length of the position's limited term? Yes. The candidate can remain in the LT position but will not gain permanent civil service status.
23.	Can an employee who passed the JEP in an LT position be appointed as permanent if the position is made permanent? Yes.
24.	Can a LEAP candidate laterally transfer to another position during the JEP? Yes, if the individual is on the LEAP referral list for the classification they are transferring into. The LEAP candidate will begin a new JEP. The LEAP candidate cannot laterally transfer into a permanent position prior to successfully completing the JEP.
25.	If the LEAP candidate's supervisor changes, is it okay for the new supervisor to see prior evaluations? Yes. The new supervisor has a need to know.

JEP Extensions/Reductions	
26.	<p>What do departments need to submit to CalHR to request a JEP extension?</p> <p>2 CCR 547.58.5 allows a JEP extension based on permissible absences in instances when the department has determined “that further evaluation of the candidate is required.”</p> <p>To request a JEP extension, the department’s LEAP Coordinator must submit the following information and documents to LEAP@calhr.ca.gov at least two weeks prior to the original JEP end date:</p> <ul style="list-style-type: none"> • LEAP candidate’s name • Classification • JEP length • Start date • Original JEP end date • Itemized list of permissible absences (date and hours) • Total number of permissible absences (hours) • Requested JEP extension date • Leave approval document (if applicable) • Duty Statement • JEP evaluations • Timesheets
27.	<p>Is a LEAP candidate allowed to use vacation time during the JEP, and if so, do we need to request a JEP extension?</p> <p>LEAP candidates are allowed to take vacation or other forms of time off. If the supervisor determines that further evaluation of the LEAP candidate is needed, an extension may be requested for the same amount of time missed.</p>
28.	<p>Can departments reduce the length of a LEAP candidate’s JEP?</p> <p>Yes. 2 CCR 547.58.6 allows departments to reduce a LEAP candidate’s JEP length:</p> <p>With the approval of the Department [(CalHR)], an appointing power may shorten the duration of the job examination period only where the appointing power finds that the LEAP candidate has clearly demonstrated he or she can successfully perform all the duties and functions of the position to which he or she has examined. The appointing power shall document the reasons for seeking to shorten the duration of the job examination period in a manner prescribed by the Department. In no event may a LEAP candidate serve less than three quarters of the job examination period.</p> <p>To request a JEP reduction, the department’s LEAP Coordinator must submit the following information and documents to LEAP@calhr.ca.gov at least two weeks prior to the requested new JEP end date:</p> <ul style="list-style-type: none"> • LEAP candidate’s name

	<ul style="list-style-type: none"> • Classification • JEP length • Start date • Original JEP end date • Total number of hours worked • Requested new JEP end date • Duty Statement • JEP evaluations • Memorandum stating the reasons for seeking to shorten the JEP
	Appointment to the Position
29.	<p>Will departments need to clear priority certification lists (e.g., department reemployment, general reemployment, and SROA) prior to appointing a LEAP candidate to a permanent position after completion of the JEP?</p> <p>No. Departments clear SROA and other priority lists at the time the LEAP candidate is hired, not at the completion of their JEP.</p>
30.	<p>2 CCR 547.58.7 (b) states, “The date of the termination of the job examination period shall be the day before the date of the candidate’s appointment to the parallel class.” What does this mean?</p> <p>Candidates serving a JEP in full-time positions complete the JEP on one day and are appointed to the position the following day. The word “termination” in this part of the regulations simply means the last day of the JEP.</p>
31.	<p>Is the LEAP candidate required to serve a probation period after passing the JEP?</p> <p>No. 2 CCR 547.58.7 asserts that a LEAP candidate appointed into civil service is “not required to serve a probation period.”</p>
32.	<p>If an employee transfers to another unit within the same department, and with the same classification after passing the JEP, is the employee required to serve probation?</p> <p>No. Probation is not required when transferring to the same classification under the same appointing power. The employee will be required to serve probation when the employee transfers to another state department or changes classifications.</p>
33.	<p>Should the Individual Development Plan (IDP) be used for a LEAP candidate?</p> <p>Once the LEAP candidate is appointed to a permanent position, all applicable performance appraisal processes, including IDPs, will apply to the employee. For further guidance, consult with your HR Office.</p>

	Employment Benefits
34.	<p>Does time served in the JEP qualify toward the Merit Salary Adjustment date?</p> <p>Yes. Individuals hired through the LEAP process receive the same salary adjustments as other employees in a limited term position. Time spent in the JEP counts as time served in the classification. The State Controller's Office's Personnel Letter #20-021 states:</p> <p style="padding-left: 40px;">Departments must also ensure that LEAP candidates receive the same salary and benefits that other employees in limited-term positions are entitled to, including Merit/Special Salary Adjustments (SISA/MSA) and alternate range changes. When an adjustment is effective on the same day as the completion of the JEP, key the A22 transaction to transition the LEAP candidate to civil service first.</p>
	Appeals
35.	<p>Do LEAP candidates have appeal rights?</p> <p>Yes. Per 2 CCR 547.58.9, LEAP candidates may file an appeal with the State Personnel Board (SPB) for any of the following actions:</p> <ol style="list-style-type: none"> 1) "Refusal to certify eligibility to participate in LEAP. 2) Rejection of the application to participate in LEAP, including participation in a LEAP internship program. 3) Disqualification by an interview panel or as a result of any other method used to select a candidate for the examination appointment. 4) Denial of a request for reasonable accommodation during the LEAP internship program or job examination period. 5) Termination of the examination appointment during the job examination period."

For further guidance, contact:
 CalHR Office of Civil Rights
LEAP@calhr.ca.gov