

Date of Issue: July 29, 1999

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: Change in the Certification Process Regarding the Limited Examination and Appointment Program (LEAP)

The State Personnel Board (Board) is modifying the list certification process, at the request of the Statewide Disability Advisory Council, to facilitate equal employment opportunity for qualified candidate with disabilities. Effective August 2, 1999 the names of qualified LEAP candidates will automatically be certified to departments when they request names from a regular civil service eligible list. Departments will no longer have the option to refuse to receive names from LEAP lists. Technical instructions to personnel office staff will be issued prior to August 2nd.

This change is being made as a result of a recent review by the Board of certification requests made by departments over a six-month period. The review found that in over 60% of the requests made, departments refused to receive the names of qualified candidates with disabilities on LEAP lists. This has raised a serious question as to whether candidates with disabilities are being provided equal opportunity to be considered for State Jobs.

We know that you share our commitment to providing equal employment opportunity for all qualified individuals seeking State jobs. A good way to demonstrate your commitment is to ensure that qualified LEAP candidates receive fair consideration for your vacancies.

If you have any questions about this matter, please call Sandra Henzler, Statewide LEAP Coordinator, at (916) 653-1262 or TDD (916) 653-1498.

Armand R. Burrue, Chief
Appeals Division