



Community College Program Assistant (LEAP)

LEAP MINIMUM QUALIFICATIONS ASSESSMENT

(READINESS EVALUATION)

Exam Code: 2PBDD

Department: California Community Colleges Chancellor's Office

Exam Type: Open/Departmental

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Community College Program Assistant – \$6,532 - \$8,176 per month.

View the [Community College Program Assistant classification specification](#)

INTRODUCTION TO THE LEAP PROGRAM

The Limited Examination and Appointment Program (LEAP) is an alternative examination and appointment process designed to facilitate the recruitment and hiring of persons with disabilities into the State of California civil service. The LEAP examination process is a two-part process that consists of: (1) a Minimum Qualifications Assessment (Readiness Evaluation) **and** (2) a Job Examination Period that is administered and evaluated in the work setting.

To qualify to take this LEAP Minimum Qualifications Assessment (Readiness Evaluation), you **must** first have LEAP certification issued by the Department of Rehabilitation (DOR). For information regarding obtaining LEAP certification from the DOR, visit the [Department of Rehabilitation website](#) and use the search term LEAP Certification. There you will find a link to Find an Office. Alternatively, to find a DOR office near your home, call (916) 558-5300, TTY (916) 558-5302.

The legal authority for the Limited Examination and Appointment Program is Government Code Sections 19240-19244.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Persons who meet **all** of the following criteria:

1. Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities;

2. Individuals who have Limited Examination and Appointment Program (LEAP) certification from the California Department of Rehabilitation
3. Individuals who satisfy the minimum qualifications as stated in the minimum qualifications section below

Once you have passed this Minimum Qualifications Assessment (Readiness Evaluation), you may not retake it for **24 months**.

How to Apply:

The link to connect to the **Community College Program Assistant (LEAP)** Minimum Qualifications Assessment (Readiness Evaluation) is located on this bulletin in the Taking the Minimum Qualifications Assessment (Readiness Evaluation) section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95811
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be able to pass this LEAP Minimum Qualifications Assessment (Readiness Evaluation). Part-time or full-time jobs, regardless of whether paid or volunteer or inside or outside California state service, may count toward experience.

Community College Program Assistant (LEAP)

Education: Possession of an earned bachelor's degree granted by an accredited institution of higher education or equivalent degree or equivalent completion of 120 semester units or 180 quarter units. Additional qualifying experience may be substituted for the required education on a year-for-year basis. **And**

Experience: Either I

One year of experience in California state service performing analytical duties, in an education program or in fiscal or facilities planning program, of a class with a level of responsibility equivalent to or higher than an Associate Government Program Analyst; **or**

II

One year of professional experience responsible for providing education program administration, consultation, facilities planning, fiscal monitoring and/or other complex

technical program assistance. Education Programs may include: academic affairs, general vocational education programs, student services or similar coordinative functions.

POSITION DESCRIPTION

Community College Program Assistant (LEAP)

This is the fully qualified working professional level in the series. Incumbents either (1) carry out administrative assignments, consultation and assistance in complex and sensitive programs with the guidance of a higher level staff member; or (2) independently perform the duties of a less complex and sensitive program. Incumbents may act as lead person over lower level staff in the performance of a program of average complexity and sensitivity.

MINIMUM QUALIFICATIONS ASSESSMENT (READINESS EVALUATION) SCOPE

This assessment consists of the following test component:

Minimum Qualifications Assessment (Readiness Evaluation) – Pass or Fail

To obtain a position on the **Community College Program Assistant (LEAP)** referral list, a pass result must be received. Applicants will receive their result upon completion of this Minimum Qualification Assessment.

REFERRAL LIST INFORMATION

A departmental, open referral list for the **Community College Program Assistant (LEAP)** classification will be established for the California Community Colleges Chancellor's Office.

The names of persons who successfully pass this Minimum Qualifications Assessment (Readiness Evaluation) will be merged onto a LEAP Referral List for the **Community College Program Assistant (LEAP)** classification. Candidates who pass the Minimum Qualifications Assessment (Readiness Evaluation) will remain on the list for 24 months. All State departments may use the **Community College Program Assistant (LEAP)** Referral List to select candidates for vacant positions.

LEAP Referral List eligibility expires 24 months after it is established. Competitors must then retake the **Community College Program Assistant (LEAP)** Minimum Qualifications Assessment to reestablish list eligibility

LEAP EXAMINATION PROCESS INFORMATION

PART 1: MINIMUM QUALIFICATIONS ASSESSMENT (READINESS EVALUATION) – Weighted 100%

This LEAP Minimum Qualifications Assessment (Readiness Evaluation) consists solely of minimum qualification questions that assess the training, experience and education that you have previously obtained. Your responses to the questions will determine if the training, experience, and education you have, meet the minimum qualifications for the Community College Program Assistant classification. If your Minimum Qualifications Assessment (Readiness Assessment) result is "pass", your name will be placed on the Community College Program Assistant Referral List and you will have referral list eligibility to apply for Community College Program Assistant vacancies.

Applicants who obtain Community College Program Assistant LEAP Referral List eligibility must compete for state of California job vacancies in order to begin PART 2 of this

process, which is called the JOB EXAMINATION PERIOD (JEP).

PART 2: JOB EXAMINATION PERIOD (JEP)

The JEP begins after you are hired and obtain an examination appointment. When you perform the duties of your state job, you will be evaluated on your job performance every four weeks or more often. Your evaluation will be based on the classification specification and the duty statement of the position.

The JEP will be the same length as the length of the probationary period for the same non-LEAP classification.

After successful completion of both the Minimum Qualifications Assessment and the JEP, the result will be a transition from an examination appointment to a standard appointment as a Community College Program Assistant. If appointed through the LEAP examination process, you will not be required to serve a probationary period.

TAKING THE MINIMUM QUALIFICATIONS ASSESSMENT (Readiness Evaluation)

[Take the Minimum Qualifications Assessment \(Readiness Evaluation\) for Community College Program Assistant \(LEAP\)](#)

TESTING DEPARTMENTS

California Community Colleges Chancellor's Office

CONTACT INFORMATION

If you have any questions concerning this examination, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the minimum qualifications stated on this bulletin, you may take this assessment. The assessment described in this bulletin will be rated and all applicants who pass will be placed on the **Community College Program Assistant (LEAP)** referral list.

The California Department of Human Resources (CalHR) reserves the right to revise the examination to better meet the needs of the service, if the circumstances under which this assessment was planned, change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.