



Codes and Standards Administrator 1 (LEAP)

LEAP MINIMUM QUALIFICATIONS ASSESSMENT

(READINESS EVALUATION)

Exam Code: 2PBDS

Department: Housing & Community Development

Exam Type: Open/Departmental

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Codes and Standards Administrator 1 – \$5,954.00 - \$8,747.00 per month.

View [the Codes and Standards Administrator I 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; and
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 **Codes and Standards Administrator 1 (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 Housing and Community Development
2020 W. El Camino Avenue, Suite 350
Sacramento, CA 95833
(916) 263-6735

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.

Codes and Standards Administrator 1

Either 1

One year of experience in the California state service either (1) performing the duties of a District Representative 2, Division of Codes and Standards, or a District Representative 2, Division of Codes and Standards (Non-Peace Officer); or (2) in a governmental plan checking function in a class at a level of responsibility equivalent to that obtained in the class of Associate Civil Engineer. **or**

Two years of experience in the California state service performing the duties of a District Representative 1, Division of Codes and Standards, or a District Representative 1, Division of Codes and Standards (Non-Peace Officer).

Or II

Five years of experience in building inspection work, two years of which shall have been in one or a combination of the following: (1) the development and interpretation of building inspection policies and standards; or (2) the supervision of a technical staff engaged in building inspection work requiring the interpretation and application of building codes and regulations. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to that obtained in the class of District Representative 2, Division of Codes and Standards, or a District Representative 2, Division of Codes and Standards (Non-Peace Officer).]

POSITION DESCRIPTION

Codes and Standards Administrator 1

This class under direction is either (1) the first supervisory level and assistant administrator of a major area office with responsibility over a large field staff; or (2) program manager with supervisory responsibility over a small technical staff in headquarters; or (3) in a staff position, is a program specialist with responsibility for a technical code-related area with statewide application such as State housing law, mobile home parks, employee housing, manufactured housing, or factory-built housing.

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 **Codes and Standards Administrator 1 (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 **Codes and Standards Administrator 1** classification will be established for the Department of Housing & Community Development.

The names of persons who successfully pass this Minimum Qualifications Assessment (Readiness Evaluation) will be merged onto a LEAP Referral List for the **Codes and Standards Administrator 1** classification. Candidates who pass the Minimum Qualifications Assessment (Readiness Evaluation) will remain on the list for 24 months. State departments may use the **Codes and Standards Administrator 1 (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 **Codes and Standards Administrator 1 (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 Codes and Standards Administrator 1 classification. If your Minimum Qualifications Assessment (Readiness Assessment) result is “pass”, your name will be placed on the Codes and Standards Administrator 1 (LEAP) Referral List and you will have referral list eligibility to apply for Codes and Standards Administrator 1 vacancies.

Applicants who obtain Codes and Standards Administrator 1 (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 Codes and Standards Administrator 1. 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 Codes and Standards Administrator 1 \(LEAP\)](#)

TESTING DEPARTMENTS

State of California

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including questions regarding the JEP process, please contact:

California Department of Housing and Community Development
2020 W. El Camino Avenue, Suite 350
Sacramento, CA 95833
(916) 263-6735

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

California Department of Human Resources
Attn: Examination Services
1515 S Street, North Building
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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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 **Codes and Standards Administrator 1 (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.