

# The Role of the LEAP Coordinator

## A Brief Overview

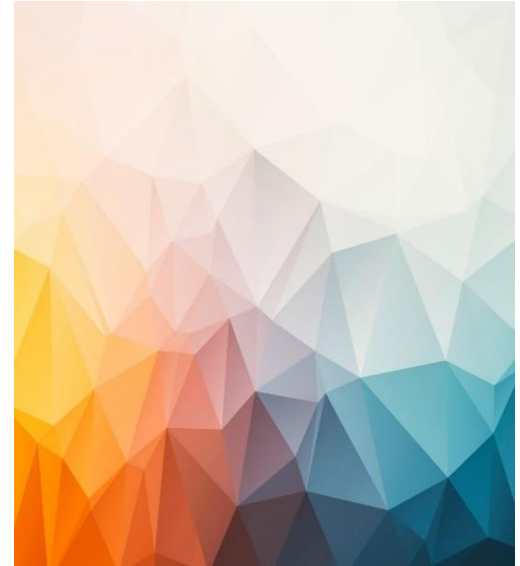


California Department of Human Resources  
Equity and Accessibility Management Services Division  
(Formerly, Office of Civil Rights)

Statewide Disability Advisory Council | July 18, 2024

# What is the role of the LEAP Coordinator?

- Serves as the department's point of contact
- Advises supervisors and LEAP candidates
- Communicates with departmental contacts
- Tracks LEAP candidates' progress
- Serves as liaison to CalHR
- Addresses any issues throughout the Job Examination Period (JEP)



# What are potential issues that may arise in the JEP?

- Lack of or incorrect LEAP knowledge
- JEP evaluations – frequency and content
- Potential need for Reasonable Accommodation
- Timely submission of JEP extension requests
- Claims of discrimination, harassment, or retaliation



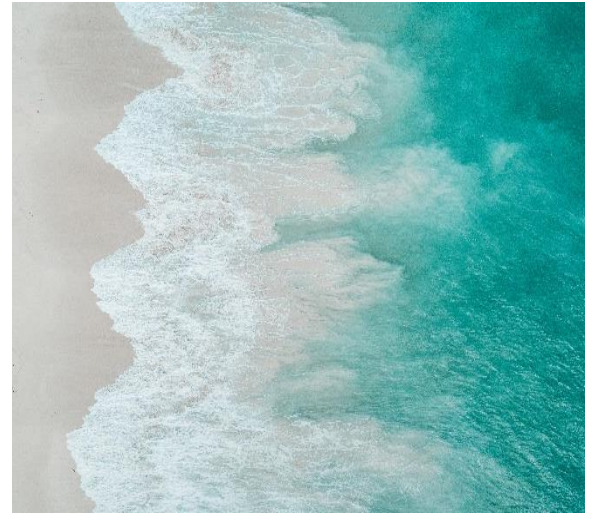
# Call to Action:

- Familiarize yourselves with the statewide LEAP Policy
- Engage in a dialogue with your LEAP Coordinator
- Pursue collaborative projects with your EEO Officer and LEAP Coordinator



# LEAP Coordinator Resources:

- [EEO Officer Roster](#)
- [LEAP Policy](#)
- [LEAP Webpage](#)
- [LEAP Coordinator Checklist](#)
- [CalHR EEO Academy LEAP Coordinator Course](#)





**FOR QUESTIONS, PLEASE CONTACT:**  
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