



Executive Secretary 1 (LEAP)

LEAP MINIMUM QUALIFICATIONS ASSESSMENT (READINESS EVALUATION)

Exam Code: 0PBFE

Department: State of California

Exam Type: Open/Service-wide

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Executive Secretary 1 (LEAP) – \$3,786.00 - \$4,743.00 per month

[View the Executive Secretary 1 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) 5585300, 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 **Executive Secretary 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 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.

Executive Secretary 1 Either I

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

Or II

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

POSITION DESCRIPTION

Executive Secretary 1

This is the advanced journeyman level. Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive. Incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations or large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised a considerable amount of demanding personal contact with citizen groups and officials of other governmental agencies.

Positions are allocated to this level where the administrator who is the secretary's supervisor has delegated a substantial amount of administrative detail and non-routine work to the secretary. The potential for the level of delegated duties is directly related to the importance and responsibility of the position of the administrator, the nature and scope of the functions for which the administrator is responsible, and the level of public contacts.

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 **Executive Secretary 1** referral list, a pass result must be received. Applicants will receive their result upon completion of this Minimum Qualification Assessment.

REFERRAL LIST INFORMATION

A servicewide, open referral list for the **Executive Secretary 1** classification will be established for the State of California (all State of California departments, statewide).

The names of persons who successfully pass this Minimum Qualifications Assessment (Readiness Evaluation) will be merged onto a LEAP Referral List for the **Executive Secretary**

1 classification. Candidates who pass the Minimum Qualifications Assessment (Readiness Evaluation) will remain on the list for 24 months. All State departments may use the **Executive Secretary 1** Referral List to select candidates for vacant positions.

LEAP Referral List eligibility expires 24 months after it is established. Competitors must then retake the **Executive Secretary 1** 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 Executive Secretary 1 classification. If your Minimum Qualifications Assessment (Readiness Assessment) result is “pass”, your name will be placed on the Executive Secretary 1 Referral List and you will have referral list eligibility to apply for Executive Secretary 1 vacancies.

Applicants who obtain Executive Secretary 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 nonLEAP 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 Executive Secretary 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 Executive Secretary 1](#)

TESTING DEPARTMENTS

State of California (all State of California departments).

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 **Executive Secretary 1** 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.