



Custodian (LEAP)

Exam Code: 7PB29

Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Custodian – \$2,350.00 - \$2,941.00 per month.

View the [classification specification](#) for the Custodian classification.

INTRODUCTION

The Limited Examination and Appointment Program (LEAP), under the authority of Government Code Sections 19240-19243.4, is designed to determine if the applicant satisfies the minimum qualifications of the classification to which he or she seeks an appointment.

The LEAP is designed to help persons with disabilities obtain employment in the California state service. Taking this LEAP assessment is an alternative to the traditional testing process. An applicant must have a LEAP certification from the Department of Rehabilitation (DOR) to be able to take this LEAP assessment. To learn about LEAP certification visit DOR's website and access the [DOR LEAP certification page](#).

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

To participate in LEAP, applicants must first be placed on a LEAP-referral list for the LEAP-certified classification to which the applicant seeks an appointment.

All applicants must satisfy the following criteria for placement on a LEAP-referral list.

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 with a LEAP certification from the State Department of Rehabilitation; and
3. Individuals who satisfy the minimum qualifications stated on this assessment bulletin.

You may contact the Department of Rehabilitation to find out how to obtain a LEAP certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 558-5300, TTY (916) 558-5302, or online at www.dor.ca.gov.

Once you have passed this assessment, you may not retake it for **24 months**.

How To Apply:

The link to connect to the LEAP assessment for this classification is located farther down on this bulletin in the "Taking the Assessment" 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 95814

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 bulletin to be accepted into the minimum qualifications assessment. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Custodian

Either 1

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or 2

Six months of experience as a Custodian.

POSITION DESCRIPTION

Custodian

A Custodian, under supervision, performs custodial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

ASSESSMENT SCOPE

This assessment consists of the following pass or fail component:

Minimum Qualifications Assessment – Weighted 100% for pass or fail result.

To obtain a position on the referral list, a pass result must be received. Applicants will receive their result upon completion of the Minimum Qualification Assessment.

REFERRAL LIST INFORMATION

A servicewide, open referral list for the **Custodian** classification will be established for:
State of California (all State of California departments, statewide)

The names of individuals who successfully pass the Minimum Qualifications Assessment are merged onto a LEAP Referral List for the **Custodian** classification. Candidates who pass the Minimum Qualifications Assessment will remain on the list for 24 months. All State departments may use this Referral List to select candidates for vacant positions.

LEAP Referral List placement expires 24 months after it is established. Competitors must then retake the **Custodian** Minimum Qualifications Assessment to reestablish placement on the referral list.

TAKING THE ASSESSMENT

Take the assessment for the [Custodian](#) classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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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 the assessment. Possession of the entrance requirements does not assure a place on the referral list. Your assessment results described in this bulletin will be rated and all applicants who pass will be placed on the referral list.

The California Department of Human Resources (CalHR) reserves the right to revise the assessment plan 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.

Veterans' Preference: In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list. Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.