



LEAP4MCG

LEVERAGING EMPLOYMENT ABILITIES PROGRAM

What Is LEAP4MCG?

LEAP4MCG (Leveraging Employment Abilities Program) is a collaborative hiring initiative between the Office of Human Resources and the Department of Health and Human Services that replaces the Montgomery County Customized Intern Program. The program offers two-year term positions with Montgomery County Government (MCG) that can only be filled by a person with a disability who is not a current or past MCG merit employee and meets the eligibility criteria for certification by the Maryland Department of Rehabilitation or equivalent out-of-state agency.

The purpose of this program is to provide applicants with disabilities who have limited work experience and have not held merit positions with MCG, employment opportunities with the County with the intent of developing skills and gaining experience that may lead to employment post LEAP4MCG participation.

LEAP4MCG positions may be full-time or part-time and include benefits and eligibility to participate in MCG's retirement plan. Generally, LEAP4MCG positions will be available at the beginning of every other fiscal year (i.e., July 2021, July 2023, etc.).

How Do I Apply?

LEAP4MCG positions will be posted on MCG's Careers website, [WORK4MCG](#). These positions will be identified as LEAP4MCG positions along with the job title and grade of the position. There will be a limited number of positions, which will be open for up to two weeks. In addition to meeting the above definition of a person with a disability, the following criteria must also be met:

- Applicants must be certified by the Maryland Department of Education Division of Rehabilitation Services or by an equivalent out-of-state vocational rehabilitation agency as meeting the definition of persons with severe disabilities document based upon medical evidence (Schedule A Letter); and
- Applicants must meet the minimum requirements for the position and be able to perform the essential functions of the job with or without reasonable accommodation.
- LEAP4MCG applicants may not be current or prior County merit employees.

Before applying for a position, applicants must create an AccessMCG Extranet Account. Information on how to create an account and apply for a position can be found on MCG's Careers website, [WORK4MCG](#). Specific instructions will be included in the job announcement regarding how to submit a Schedule A letter.

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What Happens After I Apply?

Once an online application has been received, resumes are reviewed to determine if an applicant meets the minimum qualifications (MQs). Applicants who meet the MQs will advance to the competitive rating process. This process will be used to establish a list of eligible candidates. Departments will receive the list of candidates who are on the eligible list and will schedule interviews based on the highest rated category (usually the well-qualified list). The amount of time from closing date to interview can take up to six weeks. It is important to know that being placed on the eligible list indicates an applicant is eligible for an interview but does not guarantee an interview.

Note: Hiring preference does not apply to LEAP4MCG positions.

If I Get the Job, What Happens at the End of the Term?

LEAP4MCG positions are two-year term positions. Persons in the program are eligible to apply for other positions during the term. However, prior to the conclusion of the term, the employee will need to begin looking for another position within MCG (if continued employment with MCG is desired), or the private sector. Note that there are often MCG positions available only to employees, as well as MCG positions that are open to all candidates. At the end of the two years, employment with MCG will end unless the person has been hired for another MCG position.

Alternative formats of this document are available upon request by contacting Karen Hochberg at Karen.Hochberg@montgomerycountymd.gov.

LEAP4MCG is a partnership between the Office of Human Resources and the Department of Health and Human Services. Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law.

