



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**April 6, 2016**

**TO:** Department Directors  
Deputy Directors  
Administrators

**FROM:** Peter Long, Interim Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** Nevada Certified Public Manager Program – Class 14 Announcement

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We are pleased to announce the start of the Fiscal Year 2016 – 2017 Carson City and Las Vegas classes of the Nevada Certified Public Manager Program (NVCPM), a nationally recognized and accredited leadership development program for the public sector. Upon completion, successful candidates will be awarded the designation of *Certified Public Manager*.

The NVCPM Program is a 18-month program consisting of 300+ hours of instruction and structured learning activities focused on the development of key management and leadership competencies for public managers. The primary objective of the Program is to develop core competencies that are the foundation of managerial excellence in government. Please visit our web site for more information and a complete Program schedule: <http://hr.nv.gov/CPM/>.

The Division of Human Resource Management has received funding to support the costs of the required classroom instruction for 40+ candidates to complete Levels I – VI of the NVCPM Program. Travel and elective hour costs (dependent on provider) will be the responsibility of the participant/agency.

We are asking for your assistance in selecting individuals from your department to participate in this exciting Program. State agencies will again have the opportunity to nominate committed and interested employees based on their determination of the employee's talent and readiness. We request that you recommend individuals based on the eligibility criteria specified below:

1. Employed by the State of Nevada, county, municipal, or federal government; *and*
2. Meet one or more of the following:
  - A. Manage or supervise professionals, *or*
  - B. Hold a mid-level supervisory or managerial position (typically grade 32 or higher), responsible for providing technical or professional support to an agency, *or*
  - C. Be identified by the Department Director as an individual showing potential for advancement into such positions.

A successful program participant is someone who demonstrates:

- A desire to lead people and succeed in critical leadership roles
- Initiative and good judgment
- A desire to serve as a model to other leaders and employees
- The ability to prioritize multiple responsibilities and competing priorities
- A willingness to take on new responsibilities/projects
- The ability to handle pressure and appropriately solve workplace problems
- High achievement in their respective position
- The ability to establish and maintain good working relationships with others, internally and externally
- A desire to grow and develop, personally and professionally
- A commitment to public service
- A desire to improve public service and implement new approaches to agency challenges and opportunities

**Application and Selection Process/Important Dates:** Please review the following information to assist us with effectively facilitating the application and selection.

1. Eligible employees must:
  - A. Review the CPM class schedule and program requirements at the CPM website at <http://hr.nv.gov/CPM/>;
  - B. Complete the CPM Application Form and Essay from the NVCPM website at [http://hr.nv.gov/Resources/Forms/CPM/Forms\\_CPM/](http://hr.nv.gov/Resources/Forms/CPM/Forms_CPM/);
  - C. Obtain Supervisor's approval; and
  - D. Submit the application to their Department Director.
2. The Department Director reviews and completes Parts 7-9 of the application:
  - Part 7:** Signatures, Comments and Prioritization
  - Part 8:** Funding of Participant Slot
  - Part 9:** Completed Application

Please note: There will be unfunded slots available for participants from departments and non-state entities at a cost of \$2,400 per participant. Each participant will still need to submit a completed application and essay by the appropriate due date.

3. Nominations from Department Directors are due *no later than*:  
     Carson City Class:   **May 9, 2016**  
     Las Vegas Class:     **May 20, 2016**
4. Applicant interviews will be conducted upon receipt of department nominations.
5. Department Directors will be informed about selection decisions *on or before*:  
     Carson City Class:   **May 24, 2016**  
     Las Vegas Class:     **June 29, 2016**
6. Each department will notify candidates of their selection or non-selection.

**2016-17 NVCPM PHASE I SCHEDULE**

EVENT	CARSON CITY CLASS	LAS VEGAS CLASS
Program Orientation	May 31, 2016 12:30-4:30pm	July 6, 2016 8:30am-12:30pm
Level I Instruction	June 20-24, 2016	July 25-29, 2016
Level II Instruction	August 22-25, 2016	September 12-15, 2016
Level III Instruction	October 17-21, 2016	October 31-November 4, 2016

A full schedule can be found on our website: <http://hr.nv.gov/CPM/>.

If you should have questions regarding the application process or about the Nevada Certified Public Manager Program, please contact:

Rebecca Kennard, NVCPM Program Administrator  
 Grant Sawyer State Building  
 555 E. Washington Avenue, Suite 1400  
 Las Vegas, NV 89101  
 Tel: (702) 486-2913  
 Email: [NVCPM@admin.nv.gov](mailto:NVCPM@admin.nv.gov)

*Thank you for your continued support of this critical program that is shaping the future State of Nevada leaders.*

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**DID YOU KNOW?**    *The Nevada Certified Public Manager Program has a \$30M return-on-investment through participant Capstone Quality Improvement Projects.*

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