



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**

**March 28, 2013**

**TO:** Department Directors  
Deputy Directors  
Administrators

**FROM:** Lee-Ann Easton, Administrator

**SUBJECT:** Nevada Certified Public Manager Program – Class 11 Announcement

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We are pleased to announce the start of the Fiscal Year 2013 – 2014 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 17-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 at:

<http://dop.nv.gov/CPMHome.html>

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 for this Program based on their determination of the employee's talent and readiness.

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 participant/agency responsibility.

The 2013 – 2014 program classes will be conducted in both Carson City and Las Vegas, with classes running consecutively in both cities. These classes will begin with the required two-hour Program Orientation for the Carson City cohort on **June 5, 2013** and for the Las Vegas class on **June 20, 2013**. Please review Attachment #1 that documents the Program Implementation Schedule. To properly manage selection and attendance, we request that you select individuals based on the Eligibility Criteria specified below.

Candidates for the Nevada Certified Public Manager Program must meet the following criteria:

1. Employed by the State of Nevada, county, municipal, or federal government
2. Manage or supervise professionals, OR
3. Hold a mid-level supervisory or managerial position (typically grade 32 or higher), responsible for providing technical or professional support to an agency, OR
4. Be identified by the department director as an individual showing potential for advancement into such positions.

A successful program participant is someone who has demonstrated the following. We have added a section to the Program Application asking the candidate to cite examples sharing how they have exhibited each of the below qualities and characteristics.

- 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 commitment to success
- A desire to improve public service and implement new approaches to agency challenges and opportunities

Additionally, we will be asking all candidates to participate in a brief interview before selection is completed.

**Slotting & Selection Dates:** Please review the following information to assist us with effectively facilitating the selection and slotting process.

1. Eligible employees must: A) review the CPM class schedule and program requirements at the CPM web site; B) complete the CPM Program Application and Essay located on the NVCPM web site at: <http://dop.nv.gov/CPMHome.html>; C) obtain supervisory approval; D) submit application to the Department Director in time for processing dates below.

2. The Department Director reviews applications and provides recommendations in writing to the NVCPM Program, including completed applications with original signatures and prioritizations.
3. Nominations from Department Directors are due to the NVCPM Program Administrator *no later than*:
  - Carson City Class Nominations: **April 23, 2013**
  - Las Vegas Class Nominations: **May 7, 2013**
4. Applicant interviews will be conducted upon receipt of agency nominations.
5. The NVCPM Program will inform Department Directors of selected participant *on or before*:
  - Carson City Cohort Notification to Directors: **May 23, 2013**
  - Las Vegas Cohort Notification to Directors: **June 7, 2013**
6. Each department will notify candidates of their selection or non-selection.
7. The Program Orientation and Level I class schedule is:
  - Carson City Cohort Orientation: **June 5, 2013**, 1:00 – 3:00 pm
  - Carson City Level I Class: **June 24 – 27, 2013**, M-Th. 8:30-4:30, F 8:30-1:00
  - Las Vegas Cohort Orientation: **June 20, 2013**, 10:00 – 12:00
  - Las Vegas Level I Class: **July 15 – 19, 2013**, M-Th. 8:30-4:30, F 8:30-1:00
8. There will be unfunded slots available for departments/agencies to place participants in the program. The cost for an unfunded slot is \$2,400 per participant. Each participant will still need to complete an application and essay to be delivered to the selection committee and an interview.

Should you have any questions regarding information contained in this memo or on the Nevada Certified Public Manager Program, please contact:

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

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