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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
Office of Employee Development
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MEMORANDUM

March 2, 2018

TO: Department Directors
Deputy Directors
Administrators

CC: Rebecca Kennard, Manager
Division of Human Resource Management, Office of Employee Development

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

SUBJECT: Nevada Certified Public Manager Program (NVCPM) – Class 16 Announcement

We are pleased to announce applications are open for Class 16 of the Nevada Certified Public Manager (NVCPM) Program, a nationally recognized and accredited management and leadership development program for employees of State, county, and municipal governments.

The NVCPM Program is an 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 website for more information and a complete Program schedule: <http://hr.nv.gov/CPM/>.

We invite you to nominate agency employees with the talent and potential to benefit from an intensive management development program. Successful applicants are employees who meet *at least one* of the following criteria:

- Currently manage or supervise professional staff;
- Hold a mid-level supervisory or managerial position responsible for providing technical or professional support; or
- Identified by agency executives as having strong potential for advancement into management and leadership positions.

The NVCPM Program is demanding and requires participants to demonstrate:

- An openness to developing professionally and growing personally;
- The ability to prioritize multiple responsibilities and competing priorities;
- The skill to maintain diverse working relationships; and
- A commitment to public service and improving government services and outcomes.

Please take these traits into account when nominating staff for the program to ensure once accepted they will be successful.

The Division of Human Resource Management (DHRM) will fund the instructional costs for State employees accepted into the Program. However, any additional costs (such as participant travel) will be the responsibility of the participant's agency. County and municipal government employees will be assessed a fee of \$500 to cover instructional costs. Travel expenses for these participants (if necessary) will be an additional expense not covered by the NVCPM Program.

The application form is included as an attachment to this memo. It is also available on the DHRM website at: <http://hr.nv.gov/CPM/>. Applicants must complete the application form, obtain supervisory approval, and submit it to the Department Director. The Director completes the final approval and recommendation (Section VIII) and submits the completed application via email to: NVCPM@admin.nv.gov.

*For Class 16, we have a single application due date. All applications must be submitted no later than **Friday, April 13th**.*

NVCPM Program staff may conduct applicant interviews as part of the selection process. Once selection decisions are made, the NVCPM Program Administrator will contact Department Directors no later than **Monday, April 23th**. It is the responsibility of the Department to notify all its applicants of the final determinations.

CLASS 16 PROGRAM ORIENTATION SCHEDULE

Carson City Class	Friday, May 18 th	8:30am – 12:30pm
Las Vegas Class	Monday, June 4 th	8:30am – 12:30pm

A preliminary schedule and additional information about the NVCPM Program can be found on our website: <http://hr.nv.gov/CPM/>. You can also email NVCPM@admin.nv.gov or contact Rebecca Kennard, NVCPM Program Administrator, at rkennard@admin.nv.gov or 702-486-2913, should you have any questions.

*Thank you for your continued support of this premier program
preparing future State of Nevada leaders.*