




DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #29/08

May 12, 2008

TO: Department Directors
Agency Administrators
Constitutional Offices

FROM: Todd Rich, Director 
Department of Personnel

SUBJECT: Certified Public Manager Program – Participant Selection

We are pleased to announce the start of the fiscal year 2008 - 2009 classes of the Nevada Certified Public Manager (NVCPM) Program, a nationally recognized and accredited leadership development program for the public sector. Upon completion, successful NVCPM candidates will be awarded the designation of *Certified Public Manager (CPM)*.

State agencies will once again have the opportunity to nominate committed and interested employees for this exciting program. We are asking for your assistance in selecting individuals from your department to participate. The Department of Personnel has received funding to support the costs of required classroom instruction for 40 candidates in the completion of Levels I - VI of the NVCPM Program. Travel and elective hour costs (dependent upon provider) will be the participant/agency responsibility.

The 17-month NVCPM Program consists of more than 300 hours of instruction and structured learning activities focused on the development of key management and leadership skills for public managers. The primary objective of this program is to develop core competencies that are the foundation of managerial excellence in government. For more information, please visit our web site at: <http://dop.nv.gov/Training/CPMHome.html>.

The NVCPM Program classes will run consecutively in both Carson City and Las Vegas. The curriculum will begin with a required Program Orientation in Carson City on June 23, 2008

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and in Las Vegas on August 11, 2008. Please review Attachment #1 that documents the Program Implementation Schedule; this class will run through the 2009 Legislative session.

We request that you select individuals to attend classes based on the following eligibility criteria:

1. Be employed by the State of Nevada, county, municipal, or federal government AND
2. Hold a supervisory or managerial position (typically grade 31 or higher), OR
3. Be identified by the agency director as an individual showing potential for advancement into such positions.

Please ensure that all candidates review the class schedule (attached) and the CPM application and forms on our web site (address below). Additionally, it should be noted that this program will run during the 2009 Legislative session, so please nominate candidates whose attendance will not be impacted by this.

Because we have a limited number of funded slots, a selection committee will be reviewing all applications for eligibility and fit; additionally on the last page of the application, there is an area for Department Directors to assign priority. As always, we will do our best to allocate slots equitably.

The application process is summarized below. Please review and disseminate to all prospective candidates:

1. Employees complete the CPM Program Application and the Orientation Essay located on the NVCPM web site at <http://dop.nv.gov/CPMHome.html>, obtain supervisory approval and submit to Department Director no later than May 28, 2008. (Recommended date)
2. Agencies review applications and provide management recommendations in writing to the NVCPM Program, including completed applications with original signatures and prioritizations.
3. Agency nominations are due to the NVCPM Program Administrator no later than June 9, 2008.
4. The NVCPM Program Selection Committee will select and approve participants and inform Agency Directors on or before June 17, 2008.
5. Each agency/department will notify candidates of their selection.
6. There will be approximately 10 unfunded slots available for departments to place participants of their choice into the program. The cost for an unfunded slot is \$2,400 per participant. Each participant will still need to complete and submit an application and essay according to the above process. If more than 10 applications for each class are received, the selection committee will determine the final class list.

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7. The Program commences with Orientation on June 23 for Carson City and August 11 for Las Vegas; the first level of training commences July 7-11, 2008 in Carson City and August 25-29 in Las Vegas.

Please submit your agency nominations to:

Patricia Hoppe, NVCPM Program Administrator
Grant Sawyer Building
555 E. Washington Avenue, Suite #1500
Las Vegas 89101
phoppe@dop.nv.gov
(702) 486-2928

Should you have questions regarding any information contained in this memo or the Nevada Certified Public Manager Program, please get in touch with Patricia Hoppe at the contact information listed above. Thank you for your continued support of this important program that is shaping the future leaders of the State of Nevada.

TR:ph

NEVADA CERTIFIED PUBLIC MANAGER PROGRAM
Department of Personnel

CLASS 6 PROGRAM IMPLEMENTATION SCHEDULE

Carson City	Event Description	Las Vegas
June 23, 2008	CC Phase 1 and Program Orientation	
	LV Phase 1 and Program Orientation	August 11, 2008
July 7 - 11, 2008	CC Level I Instruction	
	LV Level I Instruction	August 25 - 29, 2008
September 8 - 12, 2008	CC Level II Instruction	
	LV Level II Instruction	October 13 - 17, 2008
November 17 - 21, 2008	CC Level III Instruction	
	LV Level III Instruction	December 8 - 12, 2008
December 2008	Completion of Program through Level III Certificate in Supervisory Management	January 2009
January 2009 ⁽¹⁾⁽²⁾	CC Capstone Project & Phase 2 Orientation	
	LV Capstone Project & Phase 2 Orientation	February 2009 ⁽¹⁾⁽²⁰⁾
February 23 - 27, 2009	CC Level IV Instruction	
	LV Level IV Instruction	March 23 - 27, 2009
June 2009 ⁽¹⁾⁽²⁾	CC Level V Instruction	
	LV Level V Instruction	July 2009 ⁽¹⁾⁽²⁾
September 14 - 18, 2009 ⁽¹⁾	CC Level VI Instruction	
	LV Level VI Instruction	October 12 - 16, 2009 ⁽¹⁾
December 2009	Program Completion/Proposed Graduation Nevada Certified Public Managers	December 2009

(1) **Tentative-Subject to Change/Dates to be Determined**

(2) **Not Yet Confirmed**