



DEPARTMENT OF PERSONNEL
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<http://dop.nv.gov>

MEMO PERD #62/08
November 6, 2008

TO: Constitutional Officers
Department Directors
Agency Administrators

FROM: Shelley Blotter, Interim Director
Department of Personnel

A handwritten signature in black ink, appearing to read "S Blotter".

SUBJECT: Certificate in Supervisory Management (CSM) – Participant Selection

We are pleased to announce the start of Class #2 of the Nevada Certificate in Supervisory Management (NVCSM) Program. NVCSM is comprised of the first Phase (Levels I-III) of the Certified Public Manager Program, a nationally recognized and accredited leadership development program for the public sector, which focuses on a broad-based approach to management and leadership development.

The Certificate in Supervisory Management is a 6-month program consisting of 140 hours of instruction and activities focused on the development of key management and leadership competencies for public managers. The primary objective of this Program is to develop core competencies focused on managerial and leadership areas. Because this is the first phase of the CPM Program, there is no curriculum on budgeting or public policy, and participants will not be completing a capstone quality improvement project. CSM graduates will be able to use their completed certification as a stepping-stone to entering the CPM Program starting at Phase 2 at a later date.

State agencies will have the opportunity to nominate committed and interested employees to attend and we are asking for your assistance in selecting individuals from your department to participate in this exciting management and leadership development program. The Department of Personnel has received funding to support the costs of the required classroom instruction for 50 candidates (Las Vegas and Carson City) in the completion of Class 2 during FY 2009. Travel and elective hour costs (dependent upon provider) will be participant/agency responsibility. Please review *Attachment #1* that documents the Program Implementation Schedule. To properly

manage the logistics of attendance, we request that you select individuals to attend classes based on the Selection Schedule and Eligibility Criteria as specified in *Attachment #2*.

The NVCSM Program classes will be held in both Las Vegas and Carson City. Class 2 will begin with the required Program Orientation on January 20, 2009 in Las Vegas and February 24, 2009 in Carson City.

Candidates for the CSM Program must meet the following eligibility criteria:

1. Be employed by the State of Nevada, county, municipal, or federal government;
2. Hold a supervisory or managerial position (typically grade 27 or higher); OR
3. Be identified by the agency director as an individual showing potential for advancement into such positions.

Because we have a limited number of slots (25 in Las Vegas and 25 in Carson City), 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.

Please ensure that all candidates review and print the class schedule and the CSM application on our web site. Additionally, it is pertinent to note that Program Class 2 will run during the 2009 Legislative session, so please nominate candidates whose Program attendance will not be impacted by this.

Please review and disseminate the following application process:

1. Employees complete the CSM Program Application located on the NVCSM web site at <http://www.dop.nv.gov/CSMHome.html>, obtain supervisory approval, and submit it to their department director *no later than*:
 - For attendance in the Las Vegas class: December 1, 2008 (Recommended date)
 - For attendance in the Carson City class: January 5, 2008 (Recommended date)
2. The department director or their designated representative reviews applications and provides recommendations in writing to the NVCSM Program, including completed applications with original signatures and prioritizations.
3. Nominations from department directors are due to the NVCSM Program Administrator *no later than*:
 - For Las Vegas nominations: December 19, 2008
 - For Carson City nominations: January 23, 2009
4. The NVCSM Program will inform department directors of selected participants *on or before*:
 - January 12, 2009 for the Las Vegas cohort
 - February 16, 2009 for the Carson City cohort
5. Each department will notify candidates of their selection and/or non-selection.

6. The first Level of training for CSM Class 2 commences January 26-30 in Las Vegas and March 2-6 in Carson City.

Should you have questions regarding any information contained in this memo or the Nevada Certificate in Supervisory Management Program, please contact:

Patricia Hoppe, NVCPM/NVCSM Program Administrator
Grant Sawyer Building
555 E. Washington Avenue, Suite #1500
Las Vegas 89101
phoppe@dop.nv.gov
Office: (702) 486-2928
Cell: (702) 379-3144

Additionally, please use the above contact information to submit your agency nominations.

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

SB:ph

Attachments



CERTIFICATE IN SUPERVISORY MANAGEMENT (CSM) PROGRAM
 Office of Employee Development
 State of Nevada – Department of Personnel

Program Class 2 Implementation Schedule – FY 2009		
Las Vegas Cohort	Event Description	Carson City Cohort
	Conduct Program Orientation in LV	
		February 24, 2009
	Level I Instruction in LV	
		March 2 – 6, 2009
	Level II Instruction in LV	
		April 27 – May 1, 2009
	Level III Instruction in LV	
		June 22 – 26, 2009
June 2009 ⁽¹⁾	Completion of Program through Level III and Additional Requirements	June 2009 ⁽¹⁾

⁽¹⁾ Actual date to be determined and subject to change

**Certificate in Supervisory Management
Class 2 Selection Schedule**

Department	Number of Participants for Each Area	
	Las Vegas	Carson City
Governor's Office		1
Attorney General	1	
Secretary of State	1	
Treasurer		1
Controller		1
Lieutenant Governor	1	
Administration	1	1
Agriculture		1
Business and Industry	2	1
Colorado River Commission	1	
Conservation	1	1
Corrections	2	2
Cultural Affairs		1
DETR	1	1
DMV	2	2
Education	1	
Gaming	1	
Health & Human Services	2	2
Information Technology		1
LCB		1
NSHE	1	
PEBS		1
Personnel		1
Public Safety	2	2
Public Utilities Commission	1	
Taxation	1	1
Transportation	2	2
Veteran's Services	1	
Wildlife		1
Totals	25	25

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3. Be identified by the department director as an individual showing potential for advancement into such positions.