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MEMO PERD #14-11

TO: Department Directors
Deputy Directors
Administrators

FROM: Teresa J. Thienhaus, Director
Department of Personnel

DATE: April 18, 2011

SUBJECT: Nevada Certified Public Manager Program - Class 9 Announcement

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We are pleased to announce the start of the Fiscal Year 2011 – 2012 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 (CPM).

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 this 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 the NVCPM Selection Schedule (Attachment #1).

The Department of Personnel 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 2011 - 2012 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 class on June 20, 2011, and for the Las Vegas class on July 8, 2011. Please review Attachment #2 that documents the Program Implementation Schedule. To properly manage the logistics of attendance, we request that you select individuals based on the Selection Schedule and Eligibility Criteria as specified in Attachment #1.

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 above self
- 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://www.dop.nv.gov/CPMHome.html; C) obtain supervisory approval; D) submit application to their department director *no later than:* ***May 2, 2011 for both cities.***

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: May 12, 2011
   Las Vegas Class Nominations: May 28, 2011

4. Applicant interviews will be conducted upon receipt of agency nominations.

5. The NVCPM Program will inform department directors of selected participants *on or before:*

   Carson City Cohort Notification to Directors: June 10, 2011
   Las Vegas Cohort Notification to Directors: June 28, 2011

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 20, 2011; 1:00 – 3:00 pm

Carson City Level 1 Class: June 27 – July 1, 2011; M-Th 8:30-4:30, F 8:30-1:00 pm

Las Vegas Cohort Orientation: July 8, 2011; 10:00 am – 12:00 pm
Las Vegas Level 1 Class: July 18 - 22, 2011; M-Th 8:30-4:30; F 8:30-1:00 pm

8. There will be approximately 10 unfunded slots available for departments 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. If more than 10 applications for each Class are received, the selection committee will determine the final class list.

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.

Certified
Public
Manager

CERTIFIED PUBLIC MANAGER PROGRAM

State of Nevada

Department of Personnel

CLASS 9 PROGRAM SCHEDULE

June 2011 - December 2012

ATTACHMENT 2

CARSON CITY	Event Description	LAS VEGAS
June 20, 2011	CC PROGRAM ORIENTATION	
	LV PROGRAM ORIENTATION	**July 8, 2011**
June 27 - July 1, 2011	CC Level I Instruction	
	LV Level I Instruction	**July 18 - 22, 2011**
August 15 - 19, 2011	CC Level II Instruction	
	LV Level II Instruction	**October 3 - 7, 2011**
November 14 - 18, 2011	CC Level III Instruction	
	LV Level III Instruction	**December 5 - 9, 2011**
December 2011	**Completion of Program through Phase 1 Certificate in Supervisory Management**	**December 2011**
	LV PHASE 2 & CAPSTONE ORIENTATION	**January 12, 2012**
January 26, 2012	CC PHASE 2 & CAPSTONE ORIENTATION	
	LV Level IV Instruction	**February 13 - 17, 2012**
February 27 - March 2, 2012	CC Level IV Instruction	
	LV Level V Instruction	***May 2012 TBD*** *(1)*
June 2012 TBD *(1)*	CC Level V Instruction	
	LV Level VI Instruction	***September 2012 TBD*** *(1)*
October 2012 TBD *(1)*	CC Level VI Instruction	
December 2012 *(1)(2)*	**Program Completion / Proposed Graduation**	***December 2012*** *(1)(2)*

(1) Week Not Yet Confirmed

(1) (2) Date Not Yet Confirmed; Subject to Change

ATTACHMENT #1

Nevada Certified Public Manager Program
FY 2011 - 2012 Department / Agency Selection Schedule
Program Class 9

Agency	Number of Participants for Each Co-hort Class 9	
	Carson City	**Las Vegas**
Governor	1	
Secretary of State	1	
Administration		1
Agriculture	1	
Business and Industry		1
Conservation		1
Corrections	2	2
DETR	1	2
DMV	2	3
Gaming Control Board		1
Health and Human Services	3	3
Public Safety	3	3
PUC	1	
POST	1	
Taxation		1
Transportation	2	2
Tourism	1	
PEBP	1	
Total	20	20

Eligibility Criteria

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.