

Joe Lombardo  
Governor



Jack Robb  
Director

Matthew Tuma  
Deputy Director

Mandee Bowsmith  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 21-23**

March 17, 2023

**TO:** Department Directors  
Deputy Directors  
Administrators

**CC:** Robert Horgan, Manager  
Division of Human Resource Management, Office of Employee Development

**FROM:** Mandee Bowsmith, Administrator Division of Human Resource Management  
*Mandee Bowsmith*

**SUBJECT:** Nevada Certified Public Manager Program (NVCPM) – Class 20 Announcement

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We are pleased to announce the launch of the application period for Class 20 of the Nevada Certified Public Manager (NVCPM) Program, a nationally accredited management and leadership development program for employees of State, county, municipal, federal and tribal 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 Directors as having strong potential for advancement into management and leadership positions in the near-term.

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 ability to lead a team of colleagues in a substantive customer-service or quality improvement project for your agency;
- The skill to maintain diverse working relationships; and
- A commitment to public service and improving government services and outcomes.

Successful participants are high achievers in their respective fields. Applicants should demonstrate a high degree of critical thinking and analytical skills, reading comprehension, and strong written and oral communication capabilities.

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, municipal, tribal or other government employees will be assessed a fee of \$500 to cover instructional costs. Travel expenses for these participants 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 their Department Directors. Directors then complete the final approval and recommendation (Section VIII) and submit the completed applications via email to: [NVCPM@admin.nv.gov](mailto:NVCPM@admin.nv.gov).

All applications must be submitted no later than **Friday, April 28, 2023**.

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 Friday, May 5<sup>th</sup>. It is the responsibility of the respective Departments to notify all their applicants of the final determinations.

#### **CLASS 20 PROGRAM ORIENTATION SCHEDULE**

Carson City Class	Thursday, May 18 <sup>th</sup>	9:00am – 1:00pm
Las Vegas Class	Wednesday, May 31 <sup>st</sup>	9:00am – 1:00pm

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](mailto:NVCPM@admin.nv.gov), contact or Rob Horgan, Employee Development Manager ([robhorgan@admin.nv.gov](mailto:robhorgan@admin.nv.gov) or 702-486-2913) should you have any questions.

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