



DEPARTMENT OF PERSONNEL
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MEMOPERD #12-08

February 12, 2008

TO: Constitutional Offices
Department Directors
Agency Administrators

FROM: Todd Rich, Director
Department of Personnel

A handwritten signature in black ink, appearing to read "T. Rich".

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

As you may know, the State of Nevada implemented the Certified Public Manager (CPM) Program for our leaders in July 2004. The CPM Program is a nationally accredited leadership development program for public service and its primary objective is to develop core competencies that are the foundation of managerial excellence in government leaders. Since its inception, this cutting-edge leadership development Program has graduated 108 participants in 3 classes and has 84 participants currently enrolled in Classes 4 and 5.

We are excited to announce that we have received funding for the Certificate in Supervisory Management (CSM). This Program will be comprised of the first Phase (Levels I-III) of the CPM Program, which focuses on a broad-based approach to management and leadership development.

The NVCSM Program is a 6-month program consisting of 138.5 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.

We are asking for your assistance in selecting individuals from your department to participate in

this exciting management and leadership development program. State agencies will have the opportunity to nominate committed and interested employees for this Program.

The Department of Personnel has received funding to support the costs of the required classroom instruction for 25 candidates (Carson City only) in the completion of Class 1 during FY 2007 – 2008 and 50 candidates (Carson City and Las Vegas) in the completion of Class 2 during FY 2008 - 2009. Travel and elective hour costs (dependent upon provider) will be the participant/agency responsibility. Please review Attachment #1 that documents the Program Implementation Schedule for Class 1. Class 2 dates will be published at a later date.

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 for Class 1 in Carson City in FY 2008; 50 for Class 2 in FY 2009, 25 in Carson City and 25 in Las Vegas), 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 the class schedule and the CSM application on our web site (address below) that will be posted by Tuesday, February 12, 2008. Additionally, it is pertinent to note that Program Class 2 may likely 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 @ <http://www.dop.nv.gov/CSMHome.html>, obtain supervisory approval and submit to Department Director no later than February 29, 2008. (Recommended date)
2. Agencies review applications and provide management recommendations in writing to the NVCSM Program, including completed applications with original signatures and prioritizations.
3. Agency nominations will be due to the NVCPM/NVCSM Program Administrator no later than March 21, 2008.
4. The NVCSM Program will approve selected participants and inform Agency Directors on or before April 1, 2008.
5. Each agency/department will notify candidates of their selection.
6. The first Level of training for Class 1 commences April 14, 2008 in Carson City.

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

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Grant Sawyer Building
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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.

TR:ph

Attachment