

## Certified Public Manager (CPM) and Certified Supervisory Manager (CSM) Programs

The Certified Public Manager and Certified Supervisory Manager programs are nationally-recognized leadership programs for developing public managers and supervisors. The primary goals are to professionalize public management and improve organizational efficiency and effectiveness.



Certified Public Manager program participants complete Levels 1 to 8 which consist of 8 four-day courses, for a total of 32 days of classroom instruction. Study and projects must be completed before and after attending the classroom sessions.

The Certified Supervisory Manager program is a halfway designation, given when a participant has completed Levels 1 to 4 of the Certified Public Manager program.

### Program Summary

- Employees must be nominated by their department director.
- Cost for these classes are reimbursed by Pinellas County Government for approved candidates.
- Travel and per diem are not paid by the County but may be paid by a candidate's department.
- Upon successful completion of each level, Human Resources will assist with processing reimbursement.
- See the [Learning Catalog](#) for detailed information on each of the programs. For more information, call 464-3796.

### Nomination Process

A prospective enrollee in this program must be nominated by their department director through a memo to the Organizational & Talent Development Officer at Human Resources.

The memo should address the criteria listed below:

- The preferred candidate will be a career-oriented person who has demonstrated supervisory/management ability, but may lack formal education in the broader aspects of public management and organizational development. This includes the following:
  - A nominee may already be a supervisor or may be on a direct career path to a supervisory role within the County.
  - A nominee may already hold an upper level professional role with broad program responsibilities within the County or may be on a direct career path to filling such a role.
- Nominated employees must have demonstrated a high degree of conceptual ability, reading comprehension, and written and oral communication skills.
- Candidate Selection Priority:
  1. Current department directors
  2. Managers and supervisors who have been identified by directors as in need of strengthening their managerial skills
  3. Other employees in supervisory roles
  4. Other employees as recommended by department directors