2023
Pre-Management Development Program Application

City of Albuquerque Employee Learning Center

Application and Supporting Materials Due:
5:00pm MST – Friday, June 2, 2023

The Pre-Management Development Program (PMDP) offers an in-depth, practical, and educational curriculum pathway for City employees who are pursuing a distinguished career as public service managers. The goal of the PMDP is to shape our future leadership/management to meet the demands of the public service system.

The program offers employees the opportunity to earn 3 CNM college credits, 2 years of service credit as a supervisor when applying for entry-level supervisory positions within the city, and Toastmasters public speaking credentials.

In order to qualify for this program, applicants must:

- Complete their probationary period
- Have less than two years prior supervisory experience
- Not be on any form of disciplinary or corrective action
- Pass the Accuplacer Next-Generation exam at CNM with the minimum required scores:
  - Reading – 257 or better OR WritePlacer – 6 or better

    *Note: Applicants possessing an Associate's Degree or higher, or those who passed the exam with the required scores in the last five years may submit their degree or those scores as part of this application.

Candidates must complete and submit this application including the application form, a professional resume, a writing sample, and three (3) letters of recommendation, to include one from the direct supervisor, one from the division manager, and one from a professional contact of their choice.

This is a competitive selection process. Your application will be submitted to your department director who will be required to sign a letter of agreement for you to participate. City Directors will choose up to three (3) applications to submit to the Employee Learning Center for consideration. Participation in the program is voluntary and you must maintain satisfactory job performance while in the program.

Participants, their Director, and Supervisors must make an absolute commitment to the entire 12-month program, including field trips and special events. Participants, supervisors, and Directors must create a plan for managing existing work while participants attend the program. Selected employees will enroll at the City's Employee Learning Center (ELC) and CNM. Participants will attend training, at CNM or ELC, one day a week throughout the year. Participant's Supervisors may receive progress updates on request.

In addition to attending class, participants must:

- Complete all homework assignments on time (this is a homework-intensive course)
- Pass all quizzes, exams, activities and projects.
- Write and present assignments in the classroom setting
- Enroll in the 'City Speakers' Toastmasters club and successfully complete speeches in the public setting
- Identify an area of opportunity within their department and design a project plan to address it to the betterment of public service. Successfully complete and present this project plan to department directors and division managers.
- Form a Learning Team and successfully complete a team projects

This is a once per year application process. If you were ineligible due to requirements or if you were not selected this year, you may apply to the program next year.

To register for the Accuplacer exam:

      The exam can be taken Monday through Friday, 8am to 5pm, at any CNM campus

- Visit CNM's Accuplacer website at   http://www.cnm.edu/depts/ac/Accuplacer_Exam.php
- Select the campus at which you would like to take the exam
- When you call or arrive inform them this test is part of the City of Albuquerque's Pre-Management Development Program
- Complete the exam and receive results immediately
- Include your passing scores on Reading – 257 or better OR WritePlacer – 6 or better
- Additional instructions included in this document

Contact Leticia Chavez at the Employee Learning Center, (505) 768-3200 or leticiachavez@cabq.gov for more information.

City of Albuquerque Employee Learning Center
PRE-MANAGEMENT DEVELOPMENT PROGRAM APPLICATION

APPLICANT INFORMATION	
Name:	
Employee ID#:	
Job Title:	
Department:	Division:
Hire Date:	
Personal Phone:	Work Phone:
Email Address:	

BACKGROUND AND EXPERIENCE	
Have you completed your probation period?	Yes ☐ No ☐
Do you have any Supervisory Experience?	Yes ☐ No ☐
If yes, please specify the length of experience:	
If yes, was this a temporary position?	Yes ☐ No ☐
Do you have a degree (Assoc., BS, MA, PHD) in any management or business field?	Yes ☐ No ☐
If Yes, please specify:	
In the last five years have you passed the Accuplacer test with the scores detailed in the Accuplacer portion of this application?	Yes ☐ No ☐
If Yes, what was the date of the exam?	
Where do you have internet access?	At Home ☐ At Work ☐ Other Location ☐
If Other Location, please specify:	

Using the scale below, please rate your comfort level with the following:

	Very Uncomfortable	Uncomfortable	Comfortable	Very Comfortable
General Computer Use	☐	☐	☐	☐
Internet Browser (Internet Explorer, Firefox, Chrome, etc.)	☐	☐	☐	☐
Microsoft Word or other word processor system	☐	☐	☐	☐
Microsoft PowerPoint or other presentation system	☐	☐	☐	☐
Microsoft Excel or other data system	☐	☐	☐	☐
Public Speaking on a prepared topic	☐	☐	☐	☐
Writing an essay in response to a question	☐	☐	☐	☐

The deadline for all application packets and materials is 5:00pm MST on Friday, November 29, 2020

City of Albuquerque Employee Learning Center
PRE-MANAGEMENT DEVELOPMENT PROGRAM APPLICATION

The Pre-Management Development Program is a ==one year== course, with classes held one day a week. Participants, their Supervisors, Managers, and Director must make an absolute commitment to the entire 12-month program, including field trips and special events. Participants, their Supervisors, Managers, and Director are encouraged to create a plan for managing existing work while participants attend the program as the participant will be unavailable during class time. A general schedule is listed below, and a complete schedule is listed on the following page.

- Every Week Through December: CNM, Toastmasters, & ELC Class – 09:00 – 17:00
- Every Week January though May: ELC Classes & Toastmasters – 09:00 – 17:00

While enrolled in the Pre-Management Development Program, participants must maintain satisfactory program performance including attendance, homework completion, and grades at both ELC and CNM. Participants must also maintain satisfactory job performance in their current role. Supervisors may receive quarterly updates on participant performance by request. Failure to maintain program or job performance may be grounds for removal from the program.

Applying for the Pre-Management Development Program is a competitive selection process. The Employee Learning Center will submit all completed applications to their respective Department Directors who will be required to authorize participant involvement. Directors may choose up to three (3) applicants per Department to submit to the ELC for consideration. The ELC will make recommendations to the CAO, who will appoint candidates to the program. Participation in the program is voluntary.

By signing below you agree to abide by all program rules and guidelines. If you have any questions regarding the Pre-Management Development Program please contact Tom Darling at 768-3200 or at jdarling@cabq.gov.

SIGNATURES	
Applicant signature:	Date
Direct Supervisor signature:	Date
Division Manager signature:	Date
Department Director signature:	Date

PMDP Schedule

The Pre-Management Development Program maintains a strict attendance and homework completion policy. With this in mind, you, your Supervisor, and Manager should work together to determine a work schedule that allows you to attend all classes and complete all course work while maintaining your regular job duties. To assist in your success a schedule, of the PMDP course days and times is located below.

Class Locations

Employee Learning Center (ELC)   Central New Mexico Community College (CNM)

City Hall Basement   CNM Advanced Technology Center

1 Civic Plaza NW   4700 Alameda Blvd. NE

Albuquerque, NM 87102   Albuquerque, NM 87113

Online Teachable Learning Classroom

Zoom Learning Classroom

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Pre-Management Development Program Funding

This funding form MUST be submitted along with the application packet prior to the submission deadline. Fund transfers will only be performed for selected students after notification to Department Directors. Funds will not be transferred until the beginning of the calendar year for which the student participates.

Employee Name: _____

Employee ID Number: _____

Department: _____

Division: _____

Payment Information

Please provide the following information for this employee so that the appropriate department account can be charged.

Operating Funding

Fund _____

Account _____

Department Number_____

Location (if Applicable) _____

Project and Grant Funding

Fund_____

Account_____

PC Business Unit _____

PC Project _____

PC Activity _____

I give the City of Albuquerque Human Resources Department the authority to deduct $1000 from the account listed above for participant registration in the Pre-Management Development Program, Calendar Year 2020.

_____

Department Director Signature   Printed Name   Date

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Preparing Your Writing Sample

You must submit a writing sample as part of your Pre-Management Development Program application. The steps below will assist you in writing and formatting your sample.

What should I write about?

The main goal of the writing sample is to explain why you should be considered for the Pre-Management Development Program. This document is similar to an in person job interview, but the pressure of meeting face to face and formulating quick responses has been removed. Keep in mind that each department director may select up to three (3) employees to submit for consideration to the Learning Council. Your application will compete against all other applications so your writing sample, as well as the other pieces of your application, must stand out from the others. In addition to explaining why you should be selected for the program, your writing sample should include:

- Your long-term career aspirations with the City of Albuquerque
- The greatest strength you can bring to a manager/supervisor position
- How you will benefit in becoming a manager/supervisor
- How the City of Albuquerque will benefit from your participation and successful completion of this program

How do I format my writing sample?

Formatting is important in developing your writing sample. Proper formatting conveys professionalism that can be applied to manager/supervisor positions. The steps below will assist you in developing a well-formatted writing sample.

1. Write in 1st Person ("I believe I am qualified..." instead of "This candidate is qualified...")
2. Write clear, brief statements that demonstrate your ability to communicate effectively using carefully chosen words to indicate your knowledge, skills, and abilities
3. Use simple, active verbs whenever possible
4. The sample should be well-organized and present clear examples, ideas, and convictions
5. Refrain from using highly technical language
6. Use concrete words to clarify your text
7. The body of the document should include a brief introduction, adequate paragraphs to provide evidence and details to the statements made in the introduction, and a concluding paragraph that summarizes the main points
8. Your writing sample should be 1-2 pages in length
9. Use Calibri or Times New Roman, 12-point font
10. Use single spacing in the document

Instructions for the Accuplacer Next-Generation Exam

The Accuplacer Next-Generation is a placement exam that is required for admittance to Central New Mexico Community College. Since CNM courses make up a part of the City of Albuquerque Pre-Management Development Program, you must either present documentation to CNM showing that you are eligible to attend classes (proper transcripts or a previous Accuplacer score) or complete the Accuplacer Next-Generation with the minimum required scores. Minimum required scores are a 257 in Reading OR a 6 or better in WritePlacer.

The first step is registering for a student ID at CNM. This can be done online and free of charge at http://www.cnm.edu/depts/enrollment/admissions/admissionprocess.php. Once you have a student ID, the next step is taking the Accuplacer exam, unless you have a current Accuplacer score (Accuplacer scores are good for five years) or are eligible to attend classes through other means. To register to take the Accuplacer during normal CNM business hours, go to https://www.cnm.edu/depts/assessment-center/placement-exams/accuplacer and schedule your exam.

The test can also be taken during the week at any CNM campus. Assessments MUST be scheduled through the website linked above. Please arrive at the testing location at least 15 minutes before your scheduled time.

There is a variety of study material online that can be found by searching for "Accuplacer" online. If you take the exam and do not meet the minimum required score, you can retake the test 24 hours after your first attempt. Accuplacer scores must be submitted to PSU office prior to the deadline. If you have any questions on registering for a CNM student ID or taking the Accuplacer, please contact Central New Mexico Community College at (505) 224-3000. Information can also be found on the CNM website, www.cnm.edu.

If you have questions regarding the Pre-Management Development Program Accuplacer requirements, contact Tom Darling at the Employee Learning Center, (505) 768-3200 or jdarling@cabq.gov.