

Government and Public Administration Definition

The definition below is modified from the “*State’s Career Clusters*” State Directors, National Association of State Directors of Career Technical Education Consortium.

In a democratic society such as that in the United States, government is a legal system of expressing the public will. The federal government role is to defend the country from foreign aggression; represent American interest abroad; deliberate, pass and enforce laws; and administer many different programs. State and local governments pass laws or ordinances and provide vital services to constituents. All of this encompasses a variety of activities. In fact, virtually every occupation can be found within government. Hence, the Government and Public Administration Career Field focuses on those careers that are inherent to government, as well as other career fields that are utilized in a government and public administration context.

Government and Public Administration Units

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Government and Public Administration Competency Chart

At the end of the secondary program (12) and associate degree (AD), each competency is coded:
I = Introductory; P = Proficient; R = Reinforce. In addition, government and public administration panels (GOV) validated each competency: GOV: E = Essential; R = Recommended

Competency		12	AD	GOV
Unit 1: Career Exploration and Development				
1.1	Explore careers in government and public administration.	P	R	E
1.2	Explore professional development and career advancement opportunities for a government and public administration professional.	P	R	E
1.3	Demonstrate positive work behaviors and personal qualities.	P	R	E
1.4	Develop career goals and the objectives to meet those career goals.	P	R	E
Unit 2: Fundamentals of Government				
2.1	Explain the jurisdictions of the federal, state and local government and public administration agencies.	P	R	E
2.2	Explain the role and function of the respective organizational members.	P	R	E
2.3	Explain the federal, state and local laws, codes, constitutions, regulations and sanctions that impact a specific government and public administration agency.	I	P	E
2.4	Explain the political culture of government and public administration.	I	P	E
2.5	Develop an administration process model to illustrate how services flow through a government or public administration agency.	I	P	E
2.6	Explain how strategic planning is used to accomplish organizational goals and objectives.	I	P	E
2.7	Explain the role of risk management in reducing risks and improving performance.		I	R
2.8	Explain the impact of economic, social and technological changes on government and public administration.	I	R	R
2.9	Explain how budgeting and accounting are used to accomplish organizational goals and objectives.	I	P	E
2.10	Explain revenue generation and disbursement policies and procedures.	P	R	R
2.11	Define and explain the major measures used by government and public administration to manage and improve quality assurance.		I	R
2.12	Explain how government and public administration manage relationships with clients, constituents and end users.	I	P	E
Unit 3: Communications				
3.1	Utilize strategies to locate and interpret agency data, information and analysis.	P	R	E
3.2	Write and utilize coherent and focused technical communications that support a defined perspective.	P	R	E
3.3	Deliver formal and informal presentations that demonstrate organization and delivery skill.	P	R	E
3.4	Listen and speak effectively to contribute to group discussions and meetings.	P	R	E
3.5	Apply active listening skills to obtain and clarify information provided in oral communications.	P	R	E

Competency		12	AD	GOV
3.6	Utilize written documents to direct government and public administration operations.	I	P	E
3.7	Assess the communication strategies government and public administration officials employ with the media.	I	P	R
3.8	Demonstrate grant-writing skills.		I	R
3.9	Assess communication strategies for working with all external groups (e.g., special interests, stakeholders).	I	P	E
Unit 4: Problem Solving and Critical Thinking				
4.1	Employ critical thinking and problem solving skills independently or in teams to formulate solutions to problems.	I	P	E
4.2	Apply problem solving and critical thinking techniques to the conflict between available resources, requirements of the project and timelines.	I	P	R
4.3	Combine critical thinking and team-building skills to solve problems.	I	P	E
4.4	Evaluate and adjust plans and schedules to respond to unexpected events and conditions.		I	R
Unit 5: Leadership and Teamwork				
5.1	Summarize the interpersonal skills that contribute to positive leadership and teamwork.	I	P	E
5.2	Demonstrate the ability to work on a team and recognize the importance of teamwork and its impact on government and public administration.	I	P	E
5.3	Use coalition and relationship building techniques to enhance performance.		I	R
5.4	Examine the different responses to conflict as they relate to results.	I	P	E
5.5	Utilize mediation skills to resolve conflicts and maintain a smooth workflow.	P	R	R
Unit 6: Legal and Ethical Aspects				
6.1	Differentiate legal and ethical issues.	P	R	E
6.2	Perform duties according to laws, regulations and contract provisions.	I	P	E
6.3	Complete work-related duties within an ethical framework.	I	P	E
6.4	Assess the implications of ethical and unethical behavior.	I	P	E
6.5	Explain employee and employer liability.	I	P	E
Unit 7: Information Technology Applications				
7.1	Use computer-based technology.	P	R	E
7.2	Employ information technology applications.	P	R	E
7.3	Employ secure technology applications to analyze data and process statistics.	I	P	E
7.4	Adhere to ethical practices regarding data or information output.	I	P	E
Unit 8: Governance				
8.1	Examine the roles and functions of elected officials who govern and legislate.	P	R	E
8.2	Explain the election process that places individuals in elected positions.	P	R	E
8.3	Access factual information that is critical to matters of public policy.	I	P	E
8.4	Demonstrate debate and negotiation skills.	I	P	E
8.5	Demonstrate a command of the governmental role in a democratic system.	P	R	E
8.6	Explain the local, state and federal legislative processes.	P	R	E
Unit 9: Public Management and Administration				
9.1	Examine public management and administrative functions.	I	P	E

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9.2	Develop strategies to achieve goals and objectives.	I	P	E
9.3	Develop personnel recruitment and retention strategies.	I	P	E
9.4	Manage human resources in public organizations.	I	P	E
9.5	Demonstrate management skills and responsibilities.		P	E
9.6	Demonstrate process and policy initiatives management skills.		P	E
9.7	Employ generally accepted government accounting principles.	I	P	E
9.8	Explain the use of a budget in making political, project and program decisions.	I	P	E
9.9	Describe practical management skills.		P	E
Unit 10: Revenue and Taxation				
10.1	Examine the concept of taxation in a democratic society.	P	R	E
10.2	Describe federal, state and local taxation.	I	P	E
10.3	Analyze the federal, state and local roles in taxation.	I	P	E
10.4	Explain property taxation.		P	E
10.5	Explore the legal avenues used to pursue non-compliance with the tax codes.		P	E
10.6	Examine the non-tax revenue sources for federal, state and local governments.		P	E
10.7	Analyze the federal, state and local roles in non-tax revenue collection (e.g., fees, fines, sales).		P	E
10.8	Assess the skills and knowledge necessary to process and distribute taxes.	I		R
Unit 11: Regulation				
11.1	Explore the primary regulatory services (e.g., Environmental Protection Agency [EPA], Occupational Safety and Health Organization [OSHA], Public Utilities Commission of Ohio [PUCO], Wage and Hour) provided by government and public administration.	P	R	E
11.2	Acquire, analyze and disseminate information to facilitate clear and positive communication with regulated entities.		P	E
11.3	Explain the enforcement authority of regulatory agencies.	I	P	E
11.4	Explain the investigative role of regulatory agencies.		P	E
11.5	Analyze the role of policy development in relation to legislation.	I	R	R
11.6	Assess positive citizen relations.	I	P	E
11.7	Interpret laws specific to an agency, and follow agency procedures to examine evidence and accomplish compliance.		P	E
11.8	Discuss the impact of unfunded mandates on government operations.	I	P	E
Unit 12: Homeland Security				
12.1	Analyze critical infrastructure protection activities.	I	P	E
12.2	Examine the state, local and national agencies responsible for homeland security.	I	P	E
12.3	Explain emergency management and response strategies.	I	P	E
12.4	Examine detection and surveillance technology.		P	E
12.5	Explain threat analysis and vulnerability assessment.		I	R
12.6	Analyze the impact of intelligence on threat analysis.		I	R
12.7	Analyze cyber-security in relation to national security.	I	P	E
12.8	Describe international border protection activities.	I	P	E
12.9	Analyze the transportation protection systems.	I	P	E
12.10	Examine agro-security in relation to national security.		P	E

Competency		12	AD	GOV
12.11	Analyze potential threats to the nation's energy, water supply and communication networks.		P	E
12.12	Analyze potential chemical, biological and nuclear threats to homeland security.		P	E
12.13	Explain the role of the armed services in homeland security.	I	P	E
Unit 13: Foreign Service				
13.1	Analyze the infrastructure of the United States Department of State and other foreign service agencies.		I	R
13.2	Analyze diplomatic and economic development relations with other countries and international institutions.		I	R
Unit 14: Environmental Policy and Resource Management				
14.1	Identify federal, state and local agencies related to environmental policies.	I	P	E
14.2	Analyze urban planning, zoning and land use management.	I	P	E