

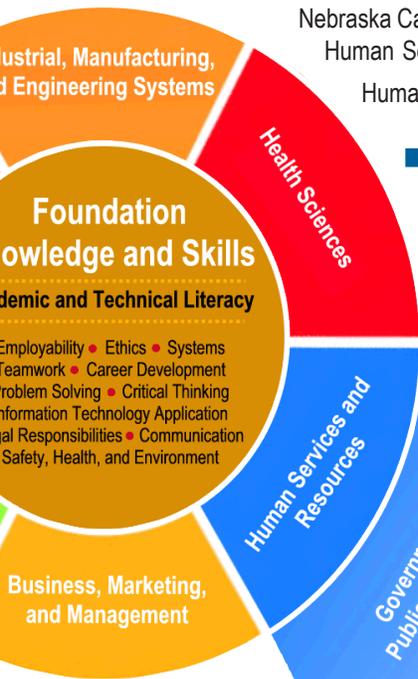


# Government and Public Administration

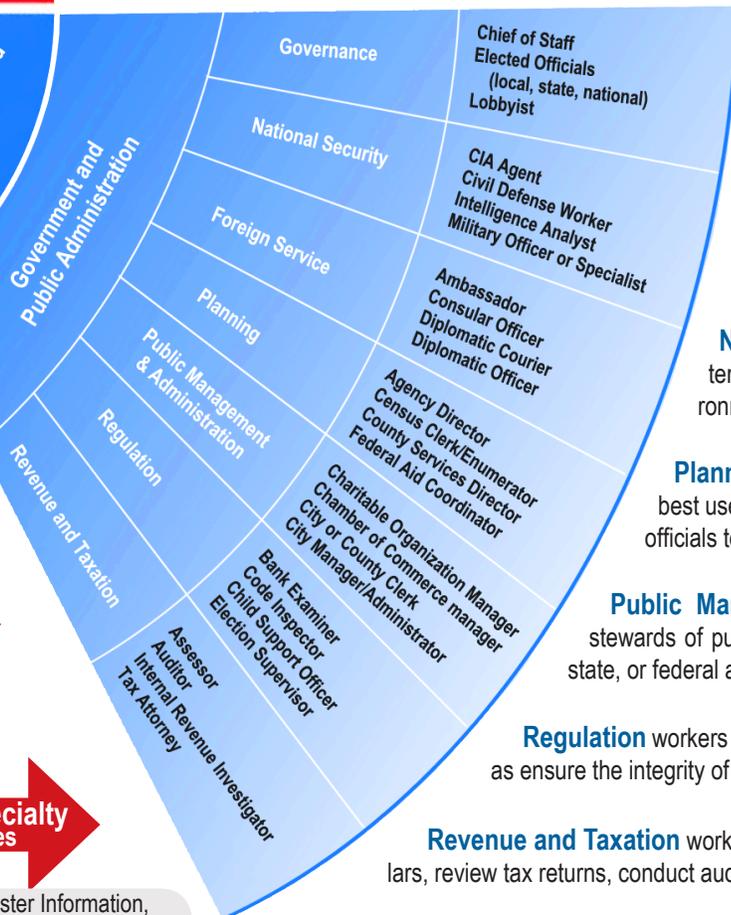
## ■ Career Field: Human Services and Resources

Nebraska Career Education has identified 6 Career Fields that group 16 Career Clusters into areas of common skill development. The Human Services and Resources Field consists of four clusters: Education and Training; Government and Public Administration; Human Services; and Law, Public Safety, and Security.

■ **Cluster Description:** Jobs in this cluster involve planning, managing, and providing government, administrative, and regulatory services at the federal, state, and local levels. While nearly every occupation can be found within government, this cluster focuses on only six concentrations.



Human Services and Resources



## ■ Pathway Descriptions

**Foreign Service** workers serve in embassies, consulates, and in other diplomatic positions in Washington D.C. and around the world.

**Governance** workers include officials elected or appointed to local, state, and federal government positions.

**National Security** workers protect American interests around the world and provide for a safe environment for American citizens.

**Planning** workers develop land use policies, promote best use of a community's resources, and provide data for officials to make informed decisions.

**Public Management and Administration** workers are stewards of public resources and work in positions within local, state, or federal agencies.

**Regulation** workers protect our health, safety, and environment as well as ensure the integrity of our financial transportation and public utilities

**Revenue and Taxation** workers ensure that governmental units collect tax dollars, review tax returns, conduct audits, and collect overdue tax dollars.

For additional Career Cluster Information, visit: [www.NebraskaCareerConnections.org](http://www.NebraskaCareerConnections.org).

## Preparation for a Career in the Government & Public Administration Cluster Includes...

### Coursework

- Business Law
- English
- Foreign Language
- Government
- Mathematics
- Political Science
- Speech/Debate

### School Activities

- Debate Team
- Mock Trial
- ROTC ([Army](#), [Navy/Marines](#), [Air Force](#))
- Speech Team
- Student Council
- Other Student Organizations with a Leadership Focus

### Community Activities

- Attend Local Government Meetings
- Boys & Girls State
- County Government Day
- Do Community Service in Occupations in this Cluster
- Election Volunteer
- [Junior Achievement](#)
- Leadership Development Programs
- Talk with and Job Shadow People Employed in this Cluster

## Example Government & Public Administration Postsecondary Programs of Study

Students preparing for a career in the Government and Public Administration Career Cluster have a variety of postsecondary options. They can enter programs leading to a certificate or a degree at the associate, baccalaureate, or advanced degree level.

The table below shows examples of postsecondary Government and Public Administration Career Cluster programs of study organized by pathway.

	High School Diploma, On-The-Job Training	Certificate/License	Associate's Degree	Bachelor's Degree	Master's/Doctoral/ Professional Degree
Revenue & Taxation				<ul style="list-style-type: none"> <li>Accounting</li> <li>Economics</li> <li>Finance</li> <li>Actuarial Science</li> <li>Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Accounting</li> <li>Economics</li> <li>Finance</li> <li>Actuarial Science</li> <li>Family Financial Planning</li> <li>Research &amp; Methodology</li> </ul>
Regulation				<ul style="list-style-type: none"> <li>Food Science &amp; Technology</li> <li>International Business</li> <li>Economics</li> <li>Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Survey, Research, &amp; Methodology</li> <li>Food Science &amp; Technology</li> <li>Economics</li> <li>Statistics</li> </ul>
Public Management & Administration				<ul style="list-style-type: none"> <li>Actuarial Science</li> <li>Management</li> <li>Business Administration</li> <li>Economics</li> <li>Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Public Administration</li> <li>Survey, Research, &amp; Methodology</li> <li>Actuarial Science</li> <li>Management</li> <li>Economics</li> <li>Statistics</li> </ul>
Planning				<ul style="list-style-type: none"> <li>Economics</li> <li>Geography</li> <li>Engineering</li> </ul>	<ul style="list-style-type: none"> <li>Community &amp; Regional Planning</li> <li>Economics</li> <li>Architecture</li> <li>Geography</li> <li>Survey, Research, &amp; Methodology</li> </ul>
Foreign Service				<ul style="list-style-type: none"> <li>International Studies</li> <li>Sociology</li> <li>Geography &amp; History</li> <li>International Business</li> <li>Economics</li> <li>Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Survey, Research, &amp; Methodology</li> <li>Sociology</li> <li>Economics</li> <li>Statistics</li> </ul>
National Security				<ul style="list-style-type: none"> <li>Military Science</li> <li>Psychology</li> <li>Electrical or Computer Engineering</li> <li>Foreign Language</li> </ul>	<ul style="list-style-type: none"> <li>Survey, Research, &amp; Methodology</li> </ul>
Governance				<ul style="list-style-type: none"> <li>Political Science</li> <li>Geography</li> <li>Economics</li> <li>Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Political Science</li> <li>Geography</li> <li>Economics</li> <li>Statistics</li> <li>Research &amp; Methodology</li> </ul>

# Government & Public Administration Cluster Foundation Knowledge & Skills

There are thousands of challenging educational and training opportunities within the high-skilled world of Government & Public Administration. Learners need a solid background in social studies, political science, foreign language, and history.

Below is a list of the knowledge and skills students need to pursue a career in the Government & Public Administration Career Cluster.

■ **Academic Foundations:** Interpret and apply concepts of geography to perform governmental and public administrative functions.

- Use graphic tools and technologies to depict and interpret international, national, state, and local systems
- Analyze and explain information about the human and physical features of places and regions to execute governmental and public administrative functions
- Interpret geographical influences on requirements for international, national, state, and local governments and public administrations

Interpret and apply concepts of governance to assess functions of government and public administration in society.

- Examine concepts of authority, rights, and responsibility to evaluate their impact on government and public administration
- Evaluate the alignment of institutions of government and public administration with the principles of U.S. and international law to guide policy development
- Examine the levels of government and public administration to establish roles and relationships among federal, state, and local governments
- Analyze US foreign policy to determine its affect on other countries

■ **Communications:** Select appropriate format to facilitate the flow of ideas and information among government, public administration, the business community, and the general public.

- Use communication techniques to stimulate the exchange of government and public administration ideas and information
- Accurately document, report, and record information to conform to legal requirements

Negotiate to achieve the goals of government.

- Develop international, national, state, and local networks to accomplish the governmental goals
- Interpret impact of international, national, state, or local politics on goals of governmental or public administrative agencies

Communicate in one or more foreign languages to reduce difficulties of performing government work with citizens whose first language is not English.

- Use Spanish or another language other than English to speak with, write to, and read materials received from persons whose first language is Spanish or another foreign language

■ **Employability and Career Development:** Develop a career plan to obtain employment and advance in government and public administration.

- Pursue appropriate opportunities to prepare for employment and advancement opportunities in government and public administration

■ **Ethics and Legal Responsibilities:** Adopt a standard of practices sufficient to meet legal and ethical requirements and meet the public's expectations for government and public administration.

- Comply with directives to ensure protection of confidential information while carrying out duties as a government or public administration employee
- Follow regulations to ensure governmental actions are free from conflict of interest or the appearance of conflict of interest
- Exercise ethical conduct to comply with the letter and the spirit of all laws and regulations affecting government and public administration agencies

■ **Fiscal Responsibilities:** Administer human financial material, and information resources in a manner that instills public trust.

- Apply accepted principles of financial management to administer budgets and programs
- Manage human resources to achieve goals

■ **Information Technology Applications:** Exploit technologies to achieve common objectives of government and public administration

- Access appropriate information technologies to accomplish tasks in government and public administration

■ **Leadership and Teamwork:** Lead a government or public administration agency to develop an organizational vision and strategic plan.

- Incorporate the vision and strategic plan into the activities of the agency
- Formulate strategies to manage the interests of various stakeholders

Design and implement human resource strategies that maximize organizational potential.

- Exercise leadership to create a culture that fosters mutual trust and confidence
- Organize team-building experiences to develop leadership in others

■ **Problem Solving and Critical Thinking:** Apply democratic principles in the process of governmental and administrative policy making to achieve the public will.

- Employ governmental decision-making processes to achieve desired objectives

■ **Safety, Health, and Environmental:** Implement plans and policies to respond to health, safety, and environmental needs.

- Carry out policy to ensure public well being and environmental protection

Evaluate environments to identify hazards and determine abatement strategies

- Establish safety standards and practices to ensure public safety
- Coordinate with the Department of Homeland Security and other security agencies to implement homeland security

■ **Systems:** Analyze the systemic relationships of government and public administration agencies to achieve strategic objectives.

- Assess the interrelated nature of complex international, national, state, and local governmental, and public administrative systems to serve the public interest

■ **Technical Skills:** Use geographic information technology to perform duties of government and public administration.

- Operate geographic information systems to enhance analysis

For additional information on the Government and Public Administration Career Cluster, please contact:

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or visit: [www.nde.state.ne.us/HSR](http://www.nde.state.ne.us/HSR)



*Endorsed by the Nebraska Department of Education  
& Nebraska Career Education*