

HEAR FROM PROFESSIONALS. LEARN FROM EXPERIENCE.



GOVERNMENT & PUBLIC ADMINISTRATION

This career cluster prepares for careers in planning, managing and providing administrative and regulatory services and performing government functions at the local, state and federal levels. It includes governance, national security, foreign service, revenue and taxation, and policy development.



Learning that works
for Nebraska

WHAT TO EXPECT IN THIS GUIDE



INTERVIEWS

Each video contains interviews with employees and business representatives discussing work requirements, education levels, salary and job prospects.



TOURS

Experience virtual industry tours that provide a unique opportunity to get a glimpse inside Nebraska-based companies without leaving your home or classroom.



INFORMATION

Throughout the videos you will find valuable information regarding job markets, salaries, and educational requirements to help you identify a possible career path.

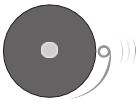
NOTE TO INSTRUCTOR:

These are suggested activities and questions to accompany the virtual industry tour. Each component may be used individually or modified to fit the needs of the classroom. Use these websites for more information on this career cluster:

- www.education.ne.gov/nce/career-clusters
- <https://www.education.ne.gov/nce/careerdevelopment/>
- [Nebraska H3 Reports](#)
- www.nebraskacareerconnections.org

In addition, NEworks has an array of resources, including Nebraska Workforce Trends magazine, Labor Market Regional Reviews, Occupational Profiles, and Career Ladder Posters, available at <https://neworks.nebraska.gov> under Labor Market Information>Additional Services>Publications.

BELL RINGER:



Post the following prompt for students to answer as they enter the room. Each will respond individually in their notes.

What does the U.S. government provide for its' people?

Have students share responses with the class. Discuss the basic responsibilities and contributions of our government including: protecting freedoms, educating everyone, overseeing retirement programs, improving public health, building and maintaining transportation routes, building power plants, investing in the future and innovation, and protecting our land and people. Point out that the Government and Public Administration Cluster prepares students for careers in planning, managing, and providing government, administrative and regulatory services at the federal, state and local levels. These careers are essential to our everyday life.

ANTICIPATORY SET:



Guide students to think about the careers and skills required in this Career Cluster by facilitating a servant leadership activity. Put students into groups of three. Each group needs a writing utensil and one piece of paper. Hold up a one-dollar bill. Give these instructions:

- **As a group, brainstorm about the best thing you could buy with one dollar.**
- **You have ten minutes to list all ideas and then decide upon one to share with the class.**

After ten minutes, bring students back together. Have each group share their decision with the class. Then facilitate a group discussion by asking these questions:

- **How did your idea change from the start to the end of your discussion?**
- **How did you decide what would be the best use of your dollar?**
- **What ideas helped or served others?**
- **What ideas related to investing or selling something for more than the original purchase price?**
- **How did you feel when you discovered the dollar could be used to benefit others?**
- **When do you serve others in school? In the workplace?**

Point out that careers in the Government and Public Administration Cluster focus on serving people and the community. These professionals often look for ways to make our communities and country better.

INTRODUCTORY QUESTIONS:



Ask the following questions to students and have them respond in journals or aloud. If asking aloud, have students share with a partner first, then ask two or three students to share. Responses will vary and are based on the students' knowledge prior to watching the virtual tour.

- **When you think of Government and Public Administration, what types of jobs come to mind?**
- **Are these careers YOU might be interested in? Why or why not?**

CONTENT:



Show the 16-minute virtual industry tour at <https://bit.ly/NECTEGOVPA> which features three entities, AmeriCorps, Phelps County and SENDD. Or have students individually view the video online.

Students will complete the Student Viewing Guide worksheet as they learn about the Career Cluster. Introduce the virtual tours by saying:

- **Today we are studying careers in the Government and Public Administration Career Cluster. Each professional in the video will describe their involvement in the industry, as well as the skills necessary for success.**

FOLLOW-UP
QUESTIONS:



Ask the following questions after students view the virtual industry tour. Questions can be assigned as journal questions, asked aloud or even discussed in small groups.

1. How would you define this Career Cluster?

- This cluster prepares students for careers in planning, managing, and providing government, administrative and regulatory services at the federal, state, and local levels.

2. What types of careers are included in this Career Cluster?

- AmeriCorps member, deputy county attorney, county attorney, county assessor, county clerk, administrator, weed superintendent, county coroner, executive director, program manager, community development specialist, economic development specialist, community programs manager, elected officials (local, state, and national), mayor and urban and regional planner.
- Other careers not mentioned in the video: Ambassador, consular officer, diplomatic courier, diplomatic officer, chief of staff, lobbyist, CIA agent, civil defense worker, intelligence analyst, military officer or specialist, agency director, census clerk/enumerator, county services director, federal aid coordinator, charitable organization manager, chamber of commerce manager, city manager/administrator, bank examiner, code inspector, child support officer, election supervisor, auditor, internal revenue investigator, tax attorney, agricultural inspector, compliance officer and occupational health and safety specialist.

Note to instructor: Explain to students that this career cluster can be divided into seven Career Pathways including:

- Foreign Service
- Governance
- National Security
- Planning
- Public Management and Administration
- Regulation
- Revenue and Taxation

Each Career Pathway has a narrower skill set for the occupations within this career cluster.

For more information about these careers, have students visit: <http://bit.ly/GOVTccPDF>.

For more information and downloadable tools for each career cluster, follow the link below:

<https://www.education.ne.gov/nce/careerdevelopment/nce-career-fields-career-clusters/> and For more information about this cluster, visit <http://bit.ly/GovtCC>.

Additionally have students access Nebraska Career Connections at <https://nebraska.kuder.com/landing-page>. Nebraska Career Connections provides education and career planning resources to bring Nebraskans together – students, parents, educators, adults, and employers. Whether you're planning for life after high school, exploring career options, or creating a portfolio of materials for a job search, this system can provide you with the tools needed.

Sign up for your account by clicking on Create An Account – it's fast and easy!

3. Which careers and jobs in this Career Cluster could be obtained immediately after high school graduation?

- Most careers in this cluster require some type of postsecondary education. Some AmeriCorps programs will accept applicants age 16 and older without a college degree.
- For more information, visit <http://bit.ly/GovtCC>.

4. List and describe the pathways of this career cluster?

- 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

5. Which pathways are represented in the virtual tours?

- Public Management and Administration: AmeriCorps
- Governance: Phelps County
- Planning: SENDD

6. The virtual industry tour mentioned traits employers seek when hiring in the Government and Public Administration cluster. What Career Readiness Skills should a desirable applicant possess?

- Answers will vary.
For more information, visit: <https://bit.ly/necrstandards>.
- Have copies of the Nebraska Career Readiness Standards poster visible around the classroom and/or provide a copy of the Nebraska Career Readiness Standards Checklist to each student as a way to help them understand and identify what is meant by “career readiness skills.”

7. AmeriCorps focuses on making positive change in the community. How do you contribute to your community? How can you continue to serve in the future?

- Answers will vary.

8. Natalie Nelson, Deputy County Attorney, explained why she chose to pursue a career in government and public service versus private practice. What type of community and work arrangement will you choose for the future and why?

- Answers will vary.

9. Careers in the Government and Public Administration Cluster focus on serving people and improving our communities. What needs does our community have? How are those currently being met and what more needs to be done? Are there opportunities for new businesses or services that could help address these needs?

- Answers will vary.

10. Demonstrates innovation and creativity is one of the Nebraska Career Readiness Skills mentioned in the industry tour. When have you demonstrated innovation and creativity?

- Answers will vary.
- Explain to students that this is a sample behavioral interview question that they may be asked in a job interview. Employers use past experiences as a way to predict future performance. One technique used to respond to behavioral questions is the STAR response: situation, task, action and result. Example sources for more information, include: https://bit.ly/STAR_technique1 and https://bit.ly/STAR_technique2.

11. Core academic skills include reading, written communication, listening, speaking, mathematical reasoning and problem solving. Academic skills and technical skills complement one another. Academic attainment is an important Nebraska Career Readiness Skill. How might these core academic skills be used in this Career Cluster?

- Answers will vary.
- Here are a few examples: A community programs manager must read technical information about funding and grant requirements and then effectively communicate this to individuals in the communities. A lobbyist must not only speak well, but also have excellent written communication as some legislators like to see things on paper. Listening and speaking are essential for ambassadors and public officials as they communicate with other ambassadors to discuss

issues that affect our country and people. County weed superintendents use math daily as they calculate the proper amount of herbicide to use. City managers are problem solvers as they assess the problems of the city and seek to find economical and feasible solutions.

12. Why are quality work experiences important? What work experiences have you had? What work experiences should you seek in the future?

- Work experiences help a person gain vital skills and knowledge about a career area.
- Work experiences and personal responsibilities are included on a resume and discussed during an interview. These experiences show the potential employer that the applicant has the desired skill set.
- Experience can complement and even sometimes replace a formal college education for certain careers.

**EXTENDED
LEARNING
ACTIVITIES:**



The following are suggested activities to increase student learning and exposure to this Career Cluster.

- Join a Career and Technical Student Organization such as Educators Rising, DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA. Student members have the chance to apply lessons and information learned in the classroom in real hands-on experiences.
- Have each student put together a portfolio of tangible materials that showcase his or her skills and work experience. Use the digital portfolio available at www.NebraskaCareerConnections.org under the Students Tab in the High School section.
- Conduct a mock election including campaigning, debating, and voting.
- Put students into small groups and have each lead the class in an activity.
- Attend a local government meeting such as a county commissioner's meeting or city budget hearing.
- Tour the county courthouse to see what elected and appointed positions are available locally.
- Participate in an extracurricular activity such as debate team, speech team or student council.
- Meet with the school counselor to discuss classes that would help prepare a student for this Career Cluster. Also, discuss valuable certifications that can be obtained during high school.

- Identify a postsecondary institution that is offering certifications or degrees that would help prepare a student for this Career Cluster. Obtain and complete admissions and scholarship applications for the school or program.
- To practice for a career in national security, create a secret code using a selected method such as scytale, book cipher, cipher wheel, number coding, pigpen cipher or cordon grille. Then trade and see if others can solve the problems.
- Use the IRS website to explore taxes and topics related to the Revenue and Taxation Pathway. Complete the activity simulations: <https://apps.irs.gov/app/understandingTaxes/student/index.jsp>.
- Organize and conduct a community service project to benefit the community.

Note to instructor: There are many resources that can be used by teachers, parents, and job seekers for career exploration. Some resources are tailored for Nebraska while some are national, but all provide valuable information and many incorporate information from the Nebraska Department of Labor Market Information (LMI).

This list is not comprehensive, and only represents a sampling of the many resources available. Share the Career Exploration/Planning resources table with students and have them do a review of what each site offers them as a tool for finding the right career fit.

Nebraska Career Connections and the H3 website are totally FREE resources that are highly recommended for use by career and technical education students and teachers.

THERE ARE MANY RESOURCES THAT CAN BE USED BY TEACHERS, PARENTS AND JOB SEEKERS FOR CAREER EXPLORATION.

Some resources are tailored for Nebraska and some are national, but all provide valuable information and many incorporate information from the Nebraska Department of Labor Market Information (LMI). This list is not comprehensive, and only represents a sampling of the many resources available. Share the Career Exploration/ Planning resources table with students and have them do a review of what each offers them as a tool for finding the right career fit. Nebraska Career Connections is a totally FREE resource that is highly recommended for use by career and technical education students and teachers.

CAREER EXPLORATION & PLANNING		
Website	Type of Resources Available	Produced & Sponsored By
Nebraska Career Connections www.nebraskacareerconnections.org	Education and career planning resources for students, parents, educators, adults and employers. Students can explore career options, search for colleges, find out about applying for college, tuition, scholarships & financial aid, and create an e-portfolio and resume.	Nebraska Departments of Education and Labor, Nebraska VR, and Partnerships for Innovation.
Nebraska H3 Reports: https://bit.ly/neH3	Information on High Wage, High Demand, High Skill jobs in Nebraska. Top H3 occupations are identified on the home page. Reports can be generated by each Nebraska Economic Development Region and also statewide. Reports include H3 Report, Nebraska Economic Industry Report and All Career Clusters Report, Jobs can be searched by Job Title or SOC Code.	Nebraska Departments of Education, Labor and Economic Development
O*NET OnLine www.onetonline.org	Occupation information: knowledge, skills, abilities, Career Interest profile, job outlook and wages	U.S. Department of Labor, Employment and Training Administration (sponsor) Developed by the National Center for O*NET Development
My Next Move www.mynextmove.org/	Condensed version of information from O*NET OnLine	
Occupational Outlook Handbook www.bls.gov/ooh/	Nationwide data on occupation pay, work environment, job outlook, similar occupations, and more	Bureau of Labor Statistics
Nebraska Reality Check https://www.education.ne.gov/nce/career-readiness-videos/	Lifestyle cost information and occupations in corresponding wage range	Nebraska Department of Education

IN-DEPTH		
Website	Type of Resources Available	Produced & Sponsored By
CareerOneStop www.careeronestop.org	Variety of resources related to career planning, job training, and job searches	U.S. Department of Labor, Employment and Training Administration (sponsor)
GetMyFuture (section of the CareerOneStop website) www.careeronestop.org/GetMyFuture	IResources tailored to students and young adults such as career exploration, information on finding education and training programs, and how to conduct a successful job search.	U.S. Department of Labor, Employment and Training Administration (sponsor)

Instructions: Questions 1 and 2 should be answered after watching **all** three sections of the virtual industry tour.

1. List six careers mentioned during the virtual industry tour:

- | | |
|----------------------------------|-------------------------------|
| 1. AmeriCorps member | 4. County assessor |
| 2. Deputy county attorney | 5. Weed superintendent |
| 3. County attorney | 6. Administrator |

County coroner, executive director, program manager, community development specialist, economic development specialist, community program manager, mayor, and urban & regional planner

Instructions: The following questions are specific to the AmeriCorps section of the virtual industry tour.

2. What does AmeriCorps do?

Collaborates with local non-profits and engages individuals to serve needs of the community through mentoring youth, building houses, cleaning parks, fighting childhood obesity and poverty

3. What is the purpose of AmeriCorps education awards?

Members use this to pay for postsecondary education or repay student loans.

4. How are AmeriCorps members paid?

- Given a living allowance and student loan deferment**
- Full-time members also receive health insurance and childcare assistance**

5. How many AmeriCorps members reside in Nebraska? Over 200

6. Which organization coordinates AmeriCorps programs in Nebraska? ServeNebraska

Instructions: The following questions are specific to the Phelps County section of the virtual industry tour.

7. List the position titles of three elected county officials:

- 1. County attorney**
- 2. County assessor**
- 3. County clerk**

8. What is the job description of a county attorney?

- Prosecute criminal cases for the state and county**
- In Phelps County, also serve as the county coroner**

9. Which test must be taken and passed for law school admission?

LSAT (law school admission test)

10. List two career readiness skills needed for a career in law.

- 1. Verbal and written communication**
- 2. Organization and time management**

Instructions: The following questions are specific to the SENDD section of the virtual industry tour.

11. What does SENDD stand for?

Southeast Nebraska Development District

12. List three services of SENDD:

- 1. Community development**
- 2. Affordable housing**
- 3. Economic development**

13. How does SENDD support small communities?

Works with state legislators and travels to Washington DC to advocate for support of programs in small communities.

14. List four career readiness skills a community program manager should use:

- 1. Utilizing technology**
- 2. Critical thinking**
- 3. Problem solving**
- 4. Innovation and creativity**

15. How did SENDD specifically help the town of Humboldt?

Helped develop a downtown street project in which they redid their historic square. Helped them apply for funding, pull funding sources together, helped with hiring an engineer, created schematics about exactly what needed to be redone, and helped manage the grant. They took the project from idea to planning to implementation and completion.

Instructions: Respond to Question 16 after watching all three sections of the virtual industry tour.

16. Which of the careers introduced in the virtual industry tour best fit your skill set and interests? Explain.

- Answers will vary**



ABOUT THIS PROJECT

The virtual industry tours provide a unique opportunity for students, parents and job-seekers to experience Nebraska-based industries without leaving the home or classroom.

The videos showcase different businesses and industries in each of the sixteen Career Clusters plus Entrepreneurship in the Nebraska Career Education Model. In addition to the tour of the business or industry, the videos also contain interviews with employees and managers discussing work requirements, education levels, salary and job prospects. The videos provide an accurate picture of today's workplace, breaking down stereotypes and assumptions while emphasizing the knowledge and skills required to be successful.

The teacher and student guides are designed to enhance student learning for each virtual tour. For the students, a guided notes worksheet is included to help them record important information about the career cluster. The teacher's guide includes a lesson plan complete with anticipatory set, introductory questions, and discussion questions to follow the virtual tours.

Discussion Guides and Career Readiness Resources are available at:
WWW.NEBRASKACAREERCLUSTERS.COM/RESOURCES



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