

# Government and Public Administration Career Cluster Cluster Knowledge and Skill Statements

The following Cluster (Foundation) Knowledge and Skill Chart provides statements that apply to all careers in the Government and Public Administration Cluster. Persons preparing for careers in the Government and Public Administration Cluster should be able to demonstrate these skills in addition to those found on the Essential Knowledge and Skills Chart. The Pathway Knowledge and Skill Charts are available in separate documents.

Cluster Topic	<b>ACADEMIC FOUNDATIONS: <i>Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</i></b>
<b>GVC01</b>	
<b>GVC01.01</b>	<b>Interpret and apply concepts of geography to demonstrate understanding of the academic foundations used in government and public administration.</b>
GVC01.01.01	Utilize graphic tools and technologies common to government and public administration to depict and interpret international, national, state, and local systems.
<i>Sample Indicators</i>	Use maps and globes to locate places and regions.
	Devise maps, globes, and graphs to gather, analyze and report geographic information.
GVC01.01.02	Analyze and explain information about the human and physical features of places and regions to execute governmental and public administrative functions.
<i>Sample Indicators</i>	Discuss similarities and differences that emerge among international, national, state, and local communities. Interpret the importance of cultural symbols in the planning of government and public administration activities. Predict how geographical considerations impact regional change over time. Develop plans that integrate the diversity of different international, national, state, and local social and economic environments.
GVC01.01.03	Interpret geographical influences on requirements for international, national, state, and local governments and public administrations.
<i>Sample Indicators</i>	Interpret the need to exchange goods and services, create population centers, and interact culturally.  Explain the importance of global networks for communications and transportation. Analyze how changes in technology, transportation, and communication impact social, cultural, economic, and political activity.  Analyze how conflict and cooperation shape government and public administration. Interpret demographic trends to forecast impacts on government and public administration.
<b>GVC01.02</b>	<b>Distinguish the functions of government and public administration in society to demonstrate an understanding of key issues in governance.</b>
GVC01.02.01	Examine concepts of authority, rights, and responsibility to evaluate their impact on government and public administration.
<i>Sample Indicators</i>	Contrast how various societies have governed themselves.

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- GVC01.02.02** Evaluate the alignment of institutions of government and public administration with the principles of U.S. and international law to guide policy development.
- Sample Indicators*
- Evaluate importance of individuals, public opinion, media, political parties, associations, and groups in forming public policy.
  - Describe the significance of diversity in the American political system.
  - Recognize tension between constitutional ideals and realities of American political and social life.
- GVC01.02.03** Examine the levels of government and public administration to establish roles and relationships among federal, state, and local governments.
- Sample Indicators*
- Explain the various forms of state and local governments, agencies, and commissions.
  - Compare the role of and relationship of federal, state, and local government.
- GVC01.02.04** Analyze US foreign policy to determine its effect on other countries.
- Sample Indicators*
- Analyze the affects of domestic politics on foreign policy.
  - Evaluate circumstances in which the United States has politically influenced other nations.
  - Evaluate circumstances in which other nations have influenced the politics and society of the United States.
  - Examine the purpose and function of international governmental organizations.

**Cluster Topic  
GVC02**

**COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.**

- GVC02.01** **Select appropriate communication formats to facilitate the flow of ideas and information among government, public administration, the business community, and the general public.**
- GVC02.01.01** Use communication techniques to stimulate the exchange of government and public administration ideas and information.
- Sample Indicators*
- Translate complex government and public administration technical information or issues in language appropriate for the audience.
  - Explain, justify, or discuss public issues.
  - Employ presentation techniques to handle difficult interviews and political situations.
  - Prepare information for the media.
- GVC02.01.02** Accurately document, report, and record governmental and public administrative information to conform to legal requirements.
- Sample Indicators*
- Secure additional or clarifying information and documentation.
  - Choose exact words to precisely describe a situation.
  - Integrate information about compliance with public standards.
  - Recommend modifications in practices and advise on corrective action.
  - Document compliance with due process of law.
- GVC02.02** **Utilize negotiation skills to achieve the goals of government.**
- GVC02.02.01** Develop international, national, state, and local networks to accomplish the governmental goals.
- Sample Indicators*
- Identify common ground among a range of stakeholders.

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Evaluate the diversity of agencies and people in a variety of situations.  
Facilitate outcomes that are advantageous to all the parties involved.  
Develop alliances with internal and external groups.

GVC02.02.02 Interpret the impact of international, national, state, or local politics on goals of governmental or public administrative agencies.

*Sample Indicators* Identify the political ramifications of issues affecting the agency.  
Implement strategies to manage political ramifications.

### **GVC02.03 Communicate in one or more foreign languages to perform government and public administration functions.**

GVC02.03.01 Use Spanish or another language other than English to correspond with speak with, write to, and read materials received from persons whose first language is Spanish or another foreign language.

*Sample Indicators* Speak and write Spanish or another foreign language.  
Interpret printed and electronic media, audio and visual information in a non-English language.  
Translate accurately from Spanish or another foreign language.  
Apply the functions and structure of one language to study another language.

#### **Cluster Topic GVC03**

**PROBLEM-SOLVING AND CRITICAL THINKING:** *Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.*

### **GVC03.01 Apply democratic principles in the process of governmental and administrative policy-making to achieve the public will.**

GVC03.01.01 Employ governmental decision-making processes to achieve desired objectives.

*Sample Indicators* Visibly support policies, programs, and ideals.  
Work with elected officials, interest groups, and the public.  
Generate consensus among and within diverse groups.  
Assess programs, organizations, and activities to effectively engage the political and institutional environment.  
Recognize crossover relationships and multiple causes of issues.  
Assist with analysis and drafting or refinement of regulations, policies, procedures, and/or processes.  
Assist with analysis and drafting or refinement of legislative measures.  
Plan for anticipated consequences of policy decisions.

#### **Cluster Topic GVC04**

**INFORMATION TECHNOLOGY APPLICATIONS:** *Use information technology tools specific to the career cluster to access, manage, integrate, and create information.*

### **GVC04.01 Execute work related tasks and processes using emerging and specialized technologies to achieve common objectives specific to government and public administration.**

GVC04.01.01 Utilize appropriate information technologies to accomplish tasks in government and public administration.

*Sample Indicators* Integrate technologies suitable for the application.  
Analyze issues using most appropriate information technology.  
Innovate to create new knowledge.

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<b>Cluster Topic GVC05</b>	<b>SYSTEMS:</b> <i>Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.</i>
<b>GVC05.01</b>	<b>Analyze and summarize the systemic relationships of government and public administration agencies to achieve the strategic objectives of those agencies.</b>
GVC05.01.01	Examine the interrelated nature of complex international, national, state, and local governmental and public administrative systems to serve the public interest.
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Compare organizational similarities.</li> <li>Contrast differences.</li> <li>Delineate intergovernmental and private contractor relationships.</li> <li>Educate the public about government systems and their functions.</li> </ul>
<b>Cluster Topic GVC06</b>	<b>SAFETY, HEALTH AND ENVIRONMENTAL:</b> <i>Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.</i>
<b>GVC06.01</b>	<b>Maintain safe and healthful working conditions and environment in order to promote well-being in governmental and public administrative workplaces.</b>
GVC06.01.01	Assess workplace conditions with regard to safety and health.
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Identify the types of risk of injury/illness at work.</li> <li>Identify those who are susceptible to risk of injury/illness at work.</li> <li>Describe ways to positively impact occupational safety and health.</li> </ul>
<b>GVC06.02</b>	<b>Conduct government and public administration work tasks in accordance with employee rights and responsibilities and employers' obligations concerning occupational safety and health to promote safe and healthful working conditions.</b>
GVC06.02.01	Demonstrate behaviors that comply with the rules and laws designed to promote safety and health in the workplace.
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Identify key rights of employees related to occupational safety and health.</li> <li>Identify the responsibilities of employers related to occupational safety and health.</li> <li>Explain the role of government agencies in providing a safe workplace.</li> </ul>
<b>GVC06.03</b>	<b>Assess types and sources of workplace hazards common to government and public administration work settings in order to demonstrate understanding of health and safety concerns.</b>
GVC06.03.01	Implement training for stakeholders on mitigation for workplace hazards.
<i>Sample Indicators</i>	Identify and describe common hazards in the workplace.

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Identify and describe major sources of information about hazards in the workplace (e.g., MSDS, work procedures, exposure control plans, training materials, labels, and signage).

Identify sources of combustible/flammable materials, fire and emergencies to establish a fire safe environment.

Interpret safety signs and symbols.

GVC06.03.02 Use technology, when appropriate, to assess hazards (such as GIS/GPS and others).

### **GVC06.04 Control hazards common to government and public administration work settings to demonstrate application of procedures for maintaining a safe environment.**

GVC06.04.01 Demonstrate the application of personal and group health and safety practices.

*Sample Indicators*

Identify procedures necessary for maintaining a safe work area.

Identify methods to correct common hazards.

Identify methods for disposing of hazardous materials.

Demonstrate principals of safe physical movement to avoid slips, trips, and spills.  
Inspect and use protective equipment (PPE).

GVC06.04.02 Implement training for stakeholders on preparedness for a safe environment.

*Sample Indicators*

Create notes, informal memos, and reminders.

GVC06.04.03 Develop and implement an emergency response plan for a simulated scenario involving a workplace emergency.

GVC06.04.04 Use technology, when appropriate, to control hazards (such as GIS/GPS and others).

### **GVC06.05 Implement plans and policies to respond to public health, safety and environmental needs of the public.**

GVC06.05.01 Demonstrate the application of policy to ensure public well being and environmental protection.

*Sample Indicators*

Evaluate the roles of organizations that impact the well being of the public and the environment.

Form partnerships that ensure the best utilization of resources.

Implement programs to protect the public and the environment.

Ensure compliance.

### **GVC06.06 Identify public hazards and determine abatement strategies to implement safety procedures.**

GVC06.06.01 Develop and implement safety standards and practices to ensure public safety.

*Sample Indicators*

Evaluate safety hazards in the environment.

Formulate abatement actions.

GVC06.06.02 Implement homeland security procedures by coordinating with the Department of Homeland Security and other security agencies.

*Sample Indicators*

Support partnerships with international, national, state and local governments, the private sector, and citizens to share responsibility for homeland security.

Comply with federal preparedness standards and directives.

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GVC06.06.03 Use new and existing technologies to identify and develop strategies for safety procedures (such as GIS/GPS and others).

<b>Cluster Topic GVC07</b>	<b>LEADERSHIP AND TEAMWORK: <i>Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.</i></b>
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**GVC07.01**      **Develop an organizational vision and strategic plan to inform stakeholders of the goals of a government or public administration agency.**

GVC07.01.01      Incorporate the vision and strategic plan into the activities of the agency.

*Sample Indicators*      Act as a catalyst for innovation in government or public administration.  
    Involve stakeholders in the development of the vision.  
    Identify key policies and economic, political and social trends.  
    Interpret the affects of economic, political, and social trends on agency goals.  
    Formulate effective strategies for reaching the goals of the organization.

GVC07.01.02      Formulate strategies to manage the interests of various stakeholders.

*Sample Indicators*      Recognize stakeholder interests.  
    Maintain focus under adverse conditions.  
    Plan effective responses to political challenges.

**GVC07.02**      **Design and implement human resource strategies to maximize organizational potential in government and public administration agencies.**

GVC07.02.01      Create a culture that fosters mutual trust and confidence using leadership skills.

*Sample Indicators*      Foster a sense of organizational responsibility and commitment to public service.  
    Develop staff talents.  
    Encourage collegial involvement in decision making.  
    Plan strategies to minimize conflict.  
    Coach staff in conflict resolution.

GVC07.02.02      Organize team-building experiences to develop leadership in others.

*Sample Indicators*      Foster team identity.  
    Coach teams to work together to achieve the goals of the agency.  
    Facilitate cooperation between teams and the public.

<b>Cluster Topic GVC08</b>	<b>ETHICS AND LEGAL RESPONSIBILITIES: <i>Know and understand the importance of professional ethics and legal responsibilities.</i></b>
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**GVC08.01**      **Adopt and apply a standard of practices sufficient to meet legal and ethical requirements and meet the public's expectations for government and public administration.**

GVC08.01.01      Apply established directives to ensure protection of confidential information while carrying out duties as a government or public administration employee.

*Sample Indicators*      Practice confidentiality in accordance with legal requirements relating to privacy.  
    Practice responsible public disclosure.



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- Provide appropriate information to regulators and to the public as required by law.  
Retain records in compliance with government regulations.  
Comply with open meeting laws.
- GVC08.01.02 Apply established regulations to ensure governmental actions are free from conflict of interest or the appearance of conflict of interest.
- Sample Indicators* Analyze situations for any appearance of conflict of interest.  
Choose behaviors that do not use a position in government or public administration for direct or indirect personal benefit.  
Disclose all interests or activities that might create or appear to create a conflict of interest.
- GVC08.01.03 Model principles of ethical conduct to comply with the letter and the spirit of all laws and regulations affecting government and public administration agencies.
- Sample Indicators* Practice compliance with laws and regulations affecting government and public administration.  
Modify practices to ensure compliance with changes in laws and regulations.  
Consult with an authority when in doubt about the application or interpretation of any legal requirement.

## Cluster Topic GVC09

**EMPLOYABILITY AND CAREER DEVELOPMENT: *Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.***

- GVC09.01 Interpret and apply written organizational policies, rules and procedures to ensure government and public administration employees effectively perform their jobs.**
- GVC09.01.01 Locate appropriate information on organizational policies in handbooks and manuals.
- Sample Indicators* Identify the contents of various organizational publications.  
Select the appropriate document(s) as reference for the situation.
- GVC09.01.02 Discuss the influence of individual organizational policies and rules on a specific work situation.
- Sample Indicators* Locate and identify specific organizational policy, rule or procedure to assist with a given situation.  
  
Explain specific organizational policy, rule or procedure to improve a given situation.
- GVC09.02 Compare and evaluate career opportunities in one or more government and public administration career pathways to broaden awareness of careers available in the agencies related to the career cluster.**
- GVC09.02.01 Research and match career opportunities based upon their fit with personal career goals.
- Sample Indicators* Locate and interpret career information for at least one career cluster.  
Identify job requirements for career pathways.  
  
Identify educational and credentialing requirements for career cluster and pathways.

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- GVC09.02.02 Match personal interests and aptitudes to careers when researching opportunities within the pathways.
- Sample Indicators* Identify personal interests and aptitudes.  
Identify job requirements and characteristics of selected careers.  
Compare personal interests and aptitudes with job requirements and characteristics of career selected.  
Modify career goals based on results of personal interests and aptitudes with career requirements and characteristics.
- GVC09.02.03 Develop a career plan for advancement in government and public administration careers.

**Cluster Topic**  
**GVC10**

**TECHNICAL SKILLS:** *Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.*

- GVC10.01 Administer human, financial, material, and information resources in a manner that instills public trust.**
- GVC10.01.01 Apply accepted principles of financial management to administer budgets and programs.
- Sample Indicators* Prepare, justify and administer budgets.  
Integrate cost-benefit analyses to set priorities.  
Monitor expenditures in support of programs and policies.  
Incorporate cost-effective approaches.
- GVC10.01.02 Utilize effective human resource management skills to achieve agency goals.
- Sample Indicators* Assess current and future staffing needs based on goals and objectives.  
Select and manage a multi-cultural workforce.