

Government and Public Administration

Foundation

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
GVC01.01	Academic Foundations	#2: Geography	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.	Use maps and globes to locate places and regions.
					Devise maps, globes, and graphs to gather, analyze and report geographic information.
				Analyze and explain information about the human and physical features of places and regions to execute governmental and public administrative functions.	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.
				Interpret geographical influences on requirements for international, national, state, and local governments and public administrations.	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.					

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GVC01.02	Academic Foundations	#1: World Concepts and Themes #4: American Government and Comparative Political Systems	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.	Contrast how various societies have governed themselves.
				Evaluate the alignment of institutions of government and public administration with the principles of U.S. and international law to guide policy development.	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.
				Examine the levels of government and public administration to establish roles and relationships among federal, state, and local governments.	Explain the various forms of state and local governments, agencies, and commissions. Compare the role of and relationship of federal, state, and local government.
				Analyze US foreign policy to determine its affect on other countries.	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.

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GVC02.01	Communications	#5: Principles of Governance and Public Administration	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.	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.
				Accurately document, report, and record information to conform to legal requirements.	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	Communications	#5: Principles of Governance and Public Administration	Negotiate to achieve the goals of government.	Develop international, national, state, and local networks to accomplish the governmental goals.	Identify common ground among a range of stakeholders.
					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.

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			(CONTINUED)	Interpret impact of international, national, state, or local politics on goals of governmental or public administrative agencies.	Identify the political ramifications of issues affecting the agency. Implement strategies to manage political ramifications.
GVC02.03	Communications	Foreign Language I and II	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.	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.
GVC03.01	Problem Solving and Critical Thinking	#5: Principles of Governance and Public Administration	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.	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.

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GVC04.01	Information Technology Applications	#3: 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.	Integrate technologies suitable for the application.
					Analyze issues using most appropriate information technology.
					Innovate to create new knowledge.
GVC05.01	Systems	#4: American Government and Comparative Political 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.	Compare organizational similarities.
					Contrast differences.
					Delineate intergovernmental and private contractor relationships.
					Educate the public about government systems and their functions.
GVC06.01	Safety, Health, and Environmental	#5: Principles of Governance and Public Administration	Implement plans and policies to respond to health, safety and environmental needs.	Carry out policy to ensure public well being and environmental protection.	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.
GVC06.02	Safety, Health, and Environmental	#5: Principles of Governance and Public Administration	Evaluate environments to identify hazards and determine abatement strategies.	Establish safety standards and practices to ensure public safety.	Evaluate safety hazards in the environment.
					Formulate abatement actions.
				Coordinate with the Department of Homeland Security and other security agencies to implement homeland security.	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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GVC07.01	Leadership and Teamwork	#5: Principles of Governance and Public Administration	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.	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 strategies to manage the interests of various stakeholders.	Formulate effective strategies for reaching the goals of the organization.
					Recognize stakeholder interests. Maintain focus under adverse conditions. Plan effective responses to political challenges.
GVC07.02	Leadership and Teamwork	#5: Principles of Governance and Public Administration	Design and implement human resource strategies that maximize organizational potential.	Exercise leadership to create a culture that fosters mutual trust and confidence.	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.
				Organize team-building experiences to develop leadership in others.	Foster team identity. Coach teams to work together to achieve the goals of the agency. Facilitate cooperation between teams and the public.

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GVC08.01	Ethics and Legal Responsibilities	#5: Principles of Governance and Public Administration	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.	Practice confidentiality in accordance with legal requirements relating to privacy.
					Practice responsible public disclosure.
					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.
				Follow regulations to ensure governmental actions are free from conflict of interest or the appearance of conflict of interest.	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.
				Exercise ethical conduct to comply with the letter and the spirit of all laws and regulations affecting government and public administration agencies.	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.				

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GVC09.01	Employability and Career Development	#5: Principles of Governance and Public Administration	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.	Apply for opportunities to complete an internship in government or public administration.
					Seek occupational experiences that prepare one for employment in government and public administration.
					Prepare a plan that will enhance lifelong learning opportunities for continued advancement.
GVC10.01	Technical Skills	#2: Geography #5: Principles of Governance and Public Administration	Use geographic information technology to perform duties of government and public administration.	Operate geographic information systems to enhance analysis.	Interpret data from global positioning systems.
					Perform mapping and graphic functions.
					Analyze routes, distances, and travel times between locations.
					Plan and execute travel from place to place using geographic information.
GVC11.01	Fiscal Responsibilities	#5: Principles of Governance and Public Administration	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.	Prepare, justify and administer budgets.
					Integrate cost-benefit analyses to set priorities.
					Monitor expenditures in support of programs and policies.
					Incorporate cost-effective approaches.
				Manage human resources to achieve goals.	Assess current and future staffing needs based on goals and objectives.
Select and manage a multi-cultural workforce.					