Cluster Knowledge and Skill Statement

Academic Foundations

Statement: Interpret and apply concepts of geography to perform governmental and public administrative functions.

Performance Element: Use graphic tools and technologies to depict and interpret international, national, state, and local systems.

Measurement Criteria: Use maps and globes to locate places and regions.
Measurement Criteria: Devise maps, globes, and graphs to gather, analyze and report geographic information.

Performance Element: Analyze and explain information about the human and physical features of places and regions to execute governmental and public administrative functions.

Measurement Criteria: Discuss similarities and differences that emerge among international, national, state, and local communities.
Measurement Criteria: Interpret the importance of cultural symbols in the planning of government and public administration activities.
Measurement Criteria: Predict how geographical considerations impact regional change over time.
Measurement Criteria: Develop plans that integrate the diversity of different international, national, state, and local social and economic environments.

Performance Element: Interpret geographical influences on requirements for international, national, state, and local governments and public administrations.

Measurement Criteria: Interpret the need to exchange goods and services, create population centers, and interact culturally.
Measurement Criteria: Explain the importance of global networks for communications and transportation.
Measurement Criteria: Analyze how changes in technology, transportation, and communication impact social, cultural, economic, and political activity.
Measurement Criteria: Analyze how conflict and cooperation shape government and public administration.
Measurement Criteria: Interpret demographic trends to forecast impacts on government and public administration.

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

Performance Element: Examine concepts of authority, rights, and responsibility to evaluate their impact on government and public administration.

Measurement Criteria: Contrast how various societies have governed themselves.
Performace Element: Evaluate the alignment of institutions of government and public administration with the principles of U.S. and international law to guide policy development.

**Measurement Criteria:** Evaluate importance of individuals, public opinion, media, political parties, associations, and groups in forming public policy.

**Measurement Criteria:** Describe the significance of diversity in the American political system.

**Measurement Criteria:** Recognize tension between constitutional ideals and realities of American political and social life.

Performace Element: Examine the levels of government and public administration to establish roles and relationships among federal, state, and local governments.

**Measurement Criteria:** Explain the various forms of state and local governments, agencies, and commissions.

**Measurement Criteria:** Compare the role of and relationship of federal, state, and local government.

Performace Element: Analyze US foreign policy to determine its affect on other countries.

**Measurement Criteria:** Analyze the affects of domestic politics on foreign policy.

**Measurement Criteria:** Evaluate circumstances in which the United States has politically influenced other nations.

**Measurement Criteria:** Evaluate circumstances in which other nations have influenced the politics and society of the United States.

**Measurement Criteria:** Examine the purpose and function of international governmental organizations.
Cluster Knowledge and Skill Statement

Communications

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

Performance Element: Use communication techniques to stimulate the exchange of government and public administration ideas and information.

**Measurement Criteria:** Translate complex government and public administration technical information or issues in language appropriate for the audience.

**Measurement Criteria:** Explain, justify, or discuss public issues.

**Measurement Criteria:** Employ presentation techniques to handle difficult interviews and political situations.

**Measurement Criteria:** Prepare information for the media.

Performance Element: Accurately document, report, and record information to conform to legal requirements.

**Measurement Criteria:** Secure additional or clarifying information and documentation.

**Measurement Criteria:** Choose exact words to precisely describe a situation.

**Measurement Criteria:** Integrate information about compliance with public standards.

**Measurement Criteria:** Recommend modifications in practices and advise on corrective action.

**Measurement Criteria:** Document compliance with due process of law.

**Statement:** Negotiate to achieve the goals of government.

Performance Element: Develop international, national, state, and local networks to accomplish the governmental goals.

**Measurement Criteria:** Identify common ground among a range of stakeholders.

**Measurement Criteria:** Evaluate the diversity of agencies and people in a variety of situations.

**Measurement Criteria:** Facilitate outcomes that are advantageous to all the parties involved.

**Measurement Criteria:** Develop alliances with internal and external groups.

Performance Element: Interpret impact of international, national, state, or local politics on goals of governmental or public administrative agencies.

**Measurement Criteria:** Identify the political ramifications of issues affecting the agency.

**Measurement Criteria:** Implement strategies to manage political ramifications.

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

Performance Element: 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.

**Measurement Criteria:** Speak and write Spanish or another foreign language.

**Measurement Criteria:** Interpret printed and electronic media, audio and visual information in a non-English language.

**Measurement Criteria:** Translate accurately from Spanish or another foreign language.

**Measurement Criteria:** Apply the functions and structure of one language to study another language.
Cluster Knowledge and Skill Statement

Problem Solving and Critical Thinking

Statement:  *Apply democratic principles in the process of governmental and administrative policy making to achieve the public will.*

Performance Element:  Employ governmental decision-making processes to achieve desired objectives.

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

Information Technology Applications

Statement: Exploit technologies to achieve common objectives of government and public administration.

Performance Element: Access appropriate information technologies to accomplish tasks in government and public administration.

- Measurement Criteria: Integrate technologies suitable for the application.
- Measurement Criteria: Analyze issues using most appropriate information technology.
- Measurement Criteria: Innovate to create new knowledge.
Cluster Knowledge and Skill Statement

Systems

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

Performance Element: Assess the interrelated nature of complex international, national, state, and local governmental and public administrative systems to serve the public interest.

**Measurement Criteria:**

- Compare organizational similarities.
- Contrast differences.
- Delineate intergovernmental and private contractor relationships.
- Educate the public about government systems and their functions.
Cluster Knowledge and Skill Statement

Government and Public Administration

Safety, Health, and Environmental

Statement: Implement plans and policies to respond to health, safety and environmental needs.

Performance Element: Carry out policy to ensure public well being and environmental protection

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

Measurement Criteria: Form partnerships that ensure the best utilization of resources.

Measurement Criteria: Implement programs to protect the public and the environment.

Measurement Criteria: Ensure compliance.

Statement: Evaluate environments to identify hazards and determine abatement strategies.

Performance Element: Establish safety standards and practices to ensure public safety.

Measurement Criteria: Evaluate safety hazards in the environment.

Measurement Criteria: Formulate abatement actions.

Performance Element: Coordinate with the Department of Homeland Security and other security agencies to implement homeland security.

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

Measurement Criteria: Comply with federal preparedness standards and directives.
Cluster Knowledge and Skill Statement

Leadership and Teamwork

Statement: Lead a government or public administration agency to develop an organizational vision and strategic plan.

Performance Element: Incorporate the vision and strategic plan into the activities or the agency.

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

Performance Element: Formulate strategies to manage the interests of various stakeholders.

  Measurement Criteria: Recognize stakeholder interests.
  Measurement Criteria: Maintain focus under adverse conditions.
  Measurement Criteria: Plan effective responses to political challenges.

Statement: Design and implement human resource strategies that maximize organizational potential.

Performance Element: Exercise leadership to create a culture that fosters mutual trust and confidence.

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

Performance Element: Organize team-building experiences to develop leadership in others.

  Measurement Criteria: Foster team identity.
  Measurement Criteria: Coach teams to work together to achieve the goals of the agency.
  Measurement Criteria: Facilitate cooperation between teams and the public.
Cluster Knowledge and Skill Statement

Ethics and Legal Responsibilities

Statement: Adopt a standard of practices sufficient to meet legal and ethical requirements and meet the public’s expectations for government and public administration.

Performance Element: Comply with directives to ensure protection of confidential information while carrying out duties as a government or public administration employee.

Measurement Criteria: Practice confidentiality in accordance with legal requirements relating to privacy.

Measurement Criteria: Practice responsible public disclosure.

Measurement Criteria: Provide appropriate information to regulators and to the public as required by law.

Measurement Criteria: Retain records in compliance with government regulations.

Measurement Criteria: Comply with open meeting laws.

Performance Element: Follow regulations to ensure governmental actions are free from conflict of interest or the appearance of conflict of interest.

Measurement Criteria: Analyze situations for any appearance of conflict of interest.

Measurement Criteria: Choose behaviors that do not use a position in government or public administration for direct or indirect personal benefit.

Measurement Criteria: Disclose all interests or activities that might create or appear to create a conflict of interest.

Performance Element: Exercise ethical conduct to comply with the letter and the spirit of all laws and regulations affecting government and public administration agencies.

Measurement Criteria: Practice compliance with laws and regulations affecting government and public administration.

Measurement Criteria: Modify practices to ensure compliance with changes in laws and regulations.

Measurement Criteria: Consult with an authority when in doubt about the application or interpretation of any legal requirement.
Develop a career plan to obtain employment and advance in government and public administration.

Performance Element: Pursue appropriate opportunities to prepare for employment and advancement opportunities in government and public administration.

**Measurement Criteria:** Apply for opportunities to complete an internship in government or public administration.

**Measurement Criteria:** Seek occupational experiences that prepare one for employment in government and public administration.

**Measurement Criteria:** Prepare a plan that will enhance lifelong learning opportunities for continued advancement.
Cluster Knowledge and Skill Statement

Technical Skills

Statement: Use geographic information technology to perform duties of government and public administration.

Performance Element: Operate geographic information systems to enhance analysis.

Measurement Criteria: Interpret data from global positioning systems.

Measurement Criteria: Perform mapping and graphic functions.

Measurement Criteria: Analyze routes, distances, and travel times between locations.

Measurement Criteria: Plan and execute travel from place to place using geographic information.
Cluster Knowledge and Skill Statement

Government and Public Administration

Fiscal Responsibilities

Statement: Administer human, financial, material, and information resources in a manner that instills public trust.

Performance Element: Apply accepted principles of financial management to administer budgets and programs.

Measurement Criteria: Prepare, justify and administer budgets.

Measurement Criteria: Integrate cost-benefit analyses to set priorities.

Measurement Criteria: Monitor expenditures in support of programs and policies.

Measurement Criteria: Incorporate cost-effective approaches.

Performance Element: Manage human resources to achieve goals.

Measurement Criteria: Assess current and future staffing needs based on goals and objectives.

Measurement Criteria: Select and manage a multi-cultural workforce.