

Suggested Priority Cluster Area: Government
NM Job Council's 13 Economic Sectors Primary Alignment: Government
CAREER CLUSTER™: GOVERNMENT AND PUBLIC ADMINISTRATION

Pathways and related Programs of Study in this career cluster address careers in planning and performing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Explain the purpose and functions of government and public administration and the application of democratic principles in the process of governmental and administrative policymaking.
2.	Analyze the systemic relationships of government and public administration agencies.
3.	Describe health, safety and environmental management systems, as well as policies and procedures, in government and public administration agencies.
4.	Describe the implementation of plans and policies to respond to public health, safety and environmental needs in government and public administration agencies.
5.	Describe career opportunities and the means to achieve those opportunities in each of the Government and Public Administration Career Pathways.
6.	Explain the administration of human, financial, material and information resources in government and public administration agencies.

Workforce Certification:	

The Pathways for this Career Cluster™ are:

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

Below are the POS's developed by the statewide stakeholders who participated in the development process.

Foreign Service: People who work in the Foreign Service pathway serve in embassies, consulates and other diplomatic missions and in Washington, D.C. Job responsibilities range from day-to-day operations of a U.S. embassy to analyzing political and economic events or helping American citizens abroad.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Apply the knowledge acquired from history, law, geography, science, language studies, social sciences (including economic and political science), business, foreign policy and culture to perform diplomatic functions.
2.	Describe the laws, customs and current administrative practices of the United States and host countries used to manage administrative, social and policy matters.
3.	Describe the application of United State and host country laws, regulations, policies and procedures used to manage consular administrative matters.
4.	Describe the application of host country laws, customs and effective administrative practices used to manage the conduct of diplomatic operations.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:					
Courses in the POS		Program Learning Outcomes			
STARS No.	Course Title	1	2	3	4

Program Learning Outcomes Matrix:					
Courses in the POS		Program Learning Outcomes			
STARS No.	Course Title	1	2	3	4

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

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Industry:

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Governance: People who work in the Governance pathway include the officials elected or appointed to government positions responsible for making and executing public policy. This pathway includes the President and members of Congress, governors and state legislators, and local elected officials such as councilpersons or commissioners. Also included are the staff members that support them. Careers in this pathway often require working with constituents or interest groups with conflicting goals. Leadership, consensus building and conflict resolution are important skills for success.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Employ research skills to gather and document factual information, analyze data and interpret statistics applicable to matters of public policy.
2.	Develop and articulate reasoned, persuasive arguments to support public policy options or positions.
3.	Select and apply appropriate political processes to gain consensus for the resolution of differing opinions and positions.
4.	Advocate to gain support for new laws, regulations, ordinances, programs or procedures; alternatively, advocate to gain support to reform or revoke existing laws, regulations, ordinances, programs or procedures.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:					
Courses in the POS		Program Learning Outcomes			
STARS No.	Course Title	1	2	3	4

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

Industry:

National Security: Maintaining a strong national security encompasses such diverse activities as running a hospital, commanding a tank, programming computers, operating a nuclear reactor, or repairing and maintaining a helicopter. The military provides training and work experience in these fields and many others for more than 2.5 million people who serve in the active Army, Navy, Marine Corps, Air Force, and Coast Guard, their Reserve components, and the Air and Army National Guard.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Instruct persons who will perform tasks relating to national homeland security.
2.	Describe the appropriate duties, responsibilities and authority of a national security agency's personnel at all levels.
3.	Describe the leadership characteristics necessary to ensure compliance with rules of engagement and applicable ethical standards.
4.	Collect and analyze information from within and outside the United States to assess threats and opportunities regarding national security.
5.	Develop strategies to defend against and respond to the effects of chemical, biological, radiological, nuclear (CBRN) or other emergent events.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:						
Courses in the POS		Program Learning Outcomes				
STARS No.	Course Title	1	2	3	4	5

Program Learning Outcomes Matrix:						
Courses in the POS		Program Learning Outcomes				
STARS No.	Course Title	1	2	3	4	5

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

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Industry:

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Planning: People who work in the Planning pathway develop long- and short-term land use plans to provide for growth and revitalization of urban, suburban and rural communities, while helping local officials make decisions concerning social, economic and environmental issues. Planners promote the best use of a community’s land and resources for residential, commercial, institutional and recreational purposes.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Explain the planning process used to support the development and implementation of new and updated plans, programs and regulations for government and public administration agencies.
2.	Develop a comprehensive and focused strategic planning process for government and public administration agencies to manage change.
3.	Formulate plans and policies that meet the social, economic and physical needs of the public.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:				
Courses in the POS		Program Learning Outcomes		
STARS No.	Course Title	1	2	3

Program Learning Outcomes Matrix:				
Courses in the POS		Program Learning Outcomes		
STARS No.	Course Title	1	2	3

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

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Industry:

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Public Management and Administration: Government agencies and public corporations and trusts have specific and rigorous standards for the stewardship of public resources. Public management careers will require technical skills related to budgeting, personnel management, procurement or other activities, and specific knowledge of the regulations and other policies that govern public management.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Describe the organization of a government or public administration department or agency.
2.	Design strategies to maximize the potential of a government or public administration department or agency to meet its vision, mission and goals.
3.	Utilize fiscal management skills to manage budgetary and allocation processes to ensure that resources are applied in a manner consistent with the department or agency's vision, mission and goals.
4.	Facilitate the flow of ideas and information to keep the department of agency and its constituency informed of policies and operations.
5.	Create plans that utilize department or agency expertise to help elected officials and others identify, implement and achieve common goals and objectives.
6.	Use analysis, planning and fiscal services to fund department or agency priorities.
7.	Describe ethical and fiscally responsible procurement systems and procedures used to meet department or agency needs.
8.	Prepare procurement requirements, procedures and solicitations for bids or proposals.
9.	Evaluate bids and proposals consistent with the requirements of the procurement process.
10.	Describe the oversight of awarded contracts to ensure the ethical and optimal use of public funds.
11.	Describe laws and policies that are used to protect or disclose information.
12.	Develop strategies that encourage a creative and innovative environment in a government or public administration department or agency.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:													
Courses in the POS		Program Learning Outcomes											
STARS No.	Course Title	1	2	3	4	5	6	7	8	9	10	11	12

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

Industry:

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Regulation: People who work in the Regulation pathway will typically possess a body of technical knowledge about an industry, the environment or technology. This —coupled with a knowledge of related laws, rules and regulatory systems—permit regulators to protect our health, safety and environment as well as ensure the integrity of our financial, transportation and public utility industries. The work may include physical inspections, audits, investigations and the reports, citations, hearings and courtroom trials required to enforce a myriad of regulatory requirements.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Describe enforcement of compliance with legal requirements and regulatory standards.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:		
Courses in the POS		Program Learning Outcomes
STARS No.	Course Title	1

Program Learning Outcomes Matrix:		
Courses in the POS		Program Learning Outcomes
STARS No.	Course Title	1

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

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Industry:

Revenue and Taxation: People who work in the Revenue and Taxation pathway ensure that governments obtain revenues from businesses and citizens by collecting tax dollars, reviewing tax returns, conducting audits, monitoring taxes payable and collecting overdue tax dollars.

Program Learning Outcomes from the NASDCTE Common Career Technical Core:	
1.	Examine evidence and ensure revenue compliance by interpreting applicable laws, applying appropriate investigative principles and following relevant procedures.
2.	Acquire, analyze and disseminate information to facilitate clear and accurate communication with revenue and taxation stakeholders.
3.	Design, develop, operate and review data analysis systems and procedures to minimize and eliminate revenue-related financial problems.

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	World Concepts and Themes Geography	Information Technology Applications	American Government and Comparative Political Systems Principles of Accounting	Principles of Governance and Public Administration Internship Experience Recommended
Core Requirement 2				

Program Learning Outcomes Matrix:				
Courses in the POS		Program Learning Outcomes		
STARS No.	Course Title	1	2	3

Program Learning Outcomes Matrix:				
Courses in the POS		Program Learning Outcomes		
STARS No.	Course Title	1	2	3

STARS No.	Course Descriptions:

Teacher Participants:

Post Secondary:

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Industry: