

Career & Technical Education (CTE) Standards Revision Project

Cluster: Government and Public Administration

Pathways: Revenue & Taxation, Foreign Service, Governance, Planning, Public Management & Administration, Regulation, Legal Services

Government and Public Administration Cluster Overview

The Government and Public Administration Cluster focuses on those careers that are unique to government and not contained in another Career Cluster.

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Standards Public Management and Administration

Career Cluster/Cluster Grouping:	Government and Public Administration
Pathway(s):	Public Management and Administration
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GAPM 01.01 Departmental Leadership: Align department vision, mission, and goals to support those of the agency. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 01.01.01 Interpret changing trends to identify key issues and options affecting agency or department 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Observe economic, political, and social trends likely to impact agency or department. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 01.01.02 Summarize diverse stakeholder input to build consensus vision, goals, and missions 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 01.01.03 Create a climate that welcomes and fosters creative thinking and innovation. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
a. Apply innovative solutions to develop new insights into situations	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GAPM 01.02 Department Leadership: Design and implement strategies to maximize the potential of the department to meet its vision, mission, and goals. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 01.02.01 Develop an environment that encourages a sense of responsibility and commitment to a very high level of public service. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<ul style="list-style-type: none"> a. Apply people skills to grasp opportunities and to manage conflicts in a positive and constructive manner. b. Identify potential conflict situations, coach and guide others in conflict resolution, and implement strategies to minimize conflict. a. State expectations clearly 	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GAPM 01.02.02 Model behaviors that effect organizational change. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Emphasize the need to infuse understanding of vision, missions, and goals into all departmental activities. b. Help employees adapt behavior and work methods in response to new information changing condition, or unexpected obstacles. c. Delegate exercise of department’s power and authority. d. Model risk acceptance. 	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • GAPM 01.03 Departmental Leadership: Manage departmental budget and allocation processes to ensure that resources are applied in a manner that is consistent with department’s vision, missions, and goals. 	
<p>High School Expectations</p>	

Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 01.03.01 Model behaviors that build a sense of fair treatment and opportunity for participation among stakeholders when considering budget requests. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
a. Publicize all meetings at which budget and allocation decisions are to be discussed	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 01.03.02 Utilize qualified professionals to validate facts and analyze proposals to ensure decisions are made with the benefit of reliable information. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
a. Obtain outside expertise as needed	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	

- **GAPM 02.01 Department-Level Information Management: Facilitate the flow of ideas and information to keep the agency and its constituency informed of departmental policies and operations**

High School Expectations

Concepts and skills students know include:

- GAPM 02.01.02 Make information about the department and its policies and operations readily available to minimize suspicion and misconceptions about the department's activities.

Evidence Outcomes - Students can:

- Overcome reluctance of employees to work openly.
- Restate complex technical information or issues into language the general public can understand.
- Use verbal skills effectively to explain, justify, or discuss public issues.
- Use presentation techniques effectively to handle difficult interviews and situations.

21st Century Skills and Readiness Competencies

Academic Content Knowledge Alignment:

Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

Prepared Completer Competencies:

- **GAPM 03.01 Planning and Innovation: Create and implement plans that utilize agency expertise to help elected officials and others identify, implement, and achieve common goals and objectives**

High School Expectations

Concepts and skills students know include:

- GAPM 03.01.01 Devise equitable and effective plans to respond to public needs.

Evidence Outcomes - Students can:

- Obtain relevant data from reliable sources.
- Apply pertinent research and analytical methodology.

21st Century Skills and Readiness Competencies

Academic Content Knowledge Alignment:

	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 03.01.02 Identify and study barriers to implementation of plans to find ways to overcome the barriers or revise the plans as appropriate 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
a. Assess impact of probably changes on the public.	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GAPM 04.01 Finance: Use analysis, planning, and fiscal services to fund agency priorities. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 04.01.01 Interpret financial requirements of existing, planned, and contemplated programs or program options to predict short-term and long-term funding demands 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<ul style="list-style-type: none"> a. Estimate costs according to standards for government accounting. b. Propose options over a range of cost requirements. c. Analyze government resources to find possibilities for new or increased funding of programs. 	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GAPM 04.01.02 Plan and implement operations necessary to sustain existing programs for the authorized time period. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Prepare and administer budgets. b. Operate accounting systems in compliance with standards for government agency accounting. c. Disburse monies. d. Prepare financial reports. e. Arrange for audits as directed. 	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • GAPM 05.01 Government Procurement: Develop and manage plans and systems to meet agency needs in a fiscally responsible manner. 	
<p>High School Expectations</p>	

Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 05.01.01 Establish plans and schedules for the acquisition of goods and services 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Assist internal customers with research of market potential to fulfill procurement requirements. b. Develop event schedules for the public announcement of procurement requirements. c. Allocate people, equipment, and resources to fulfill plans and meet customer and business requirements. d. Recommend process changes to improve vendor reliability and performance. e. Supervise the preparation and preservation of reports and other procurement documents required by law or policy or desired by management 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GAPM 05.02 Government Procurement: Announce procurement requirements and procedures and publicly release solicitations for bids or proposals to ensure fairness and socio-economic equity, and use tax monies effectively 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 05.02.01 Implement procedures that ensure all responsible, qualified procurement sources have access to sufficient information to prepare responsive bids, proposals, and offers. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Determine means of public announcements that will elicit interest from qualified sources. b. Identify and assist sources that match stated socio-economic criteria. 	Academic Content Knowledge Alignment:

	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GAPM 05.03 Government Procurement: Evaluate bids and proposals to make awards consistent with requirements of procurement process 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 05.03.01 Establish and announce evaluation criteria to ensure fairness 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
a. Manage evaluation process to ensure each bid, proposal, or offer is evaluated completely in terms of all relevant criteria	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM05.03.02 Supervise negotiations and other interactions with bidders and vendors to ensure fair and equitable treatment. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<p>a. Clearly delineate parties' responsibilities</p>	<p>Academic Content Knowledge Alignment:</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> GAPM 05.04 Government Procurement: Administer contracts after award to ensure that the public receives what it is paying for. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> GAPM 05.04.01 Monitor contractor performance to modify or terminate contracts as necessary. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Determine need for technical assistance with contract administration and assign or obtain services of qualified personnel</p>	<p>Academic Content Knowledge Alignment:</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> GAPM 06.01 Protecting and Disclosing Information: Apply laws and policies to protect or disclose information as appropriate 	

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GAPM 06.01.01 Implement security procedures to prevent misuse of privileged information. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> b. Maintain thorough familiarity with records maintenance and retention requirements and know sources of policies. c. Explain policy background and rationale to persons denied access to certain public information. d. Establish reliable controls to prevent unauthorized access to, or release of, privileged information. e. Maintain integrity of secure records environment 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):