



PATHWAYS TO SUCCESS

Government and Public Administration



Spring 2012



PARENTS, TEACHERS, AND COUNSELORS:

This guide is for you, too.

This career cluster guide informs students about their educational and career options. However, your guidance is important as students plan their futures. Please review this guide to learn more about the Government and Public Administration cluster. Also, please take the time to sit down and talk with your child/student about the information in this guide. Help craft an iCAP that will place him or her on a personal pathway to success.

DEAR MISSISSIPPI STUDENT,

During high school, you will have the opportunity to begin making decisions that will impact the rest of your life. The education you receive during and after high school will set the path for your career. We are pleased to present the Mississippi Pathways to Success Guide, a student and parent guide to educational planning using Career Clusters.

“What do you want to be when you grow up?” This is a common question, and you may not know the answer. This guide will help you to evaluate your interests, as well as help you learn more about the opportunities that lie within that interest area, by utilizing Career Clusters.

Career Clusters are groupings of occupations and career specialties that are used as an organizing tool for curriculum and instruction. This guide is designed to be a tool in assisting you in meeting your educational and career goals. Our ultimate goal is to get you the education you need to be employed in high-skill, high-wage, or high-demand occupations and nontraditional fields. To support these efforts, we want to ensure that you and your parents have the most timely and accurate information available to help you make informed decisions about your educational paths and career choices.

Each career cluster and its related pathways require a common set of knowledge and skills for career success. This approach enhances the more traditional approach to education by providing a foundation to prepare you for a full range of occupations and career specialties, focusing on a blend of technical, academic, and employable knowledge and skills.

The economy and workforce of Mississippi are changing. The Mississippi Department of Education is committed to supporting the workforce needs of our state. This guide will assist you in identifying the available career options and help you to make career decisions that are led by both your interests and employment projections that meet the needs of the state’s economy.

We the People
insure domestic Tranquility, provide for the common Defense
and our Posterity, We ordain and establish this Constitution

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GOVERNMENT & PUBLIC ADMINISTRATION

Do you enjoy structure and following rules? Do you have excellent people skills and a desire to help others? If so, this might be the cluster that fits you! The field of government and public administration provides ample opportunity to help one's fellow citizens. These jobs are vital to ensure and enable governmental services reach the American people. Many of these positions facilitate assistance activities that are critical to the function of American society. Employees in government or public administration careers keep our society running and functioning in ways that are nearly invisible to most people. For instance, some of these tasks include safeguarding national borders and supporting diplomatic missions, as well as planning urban developments, administering public programs, and analyzing tax policies. This cluster includes careers in governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels.

INTERESTS & ABILITIES

- Strong English and public speaking skills
- Strong code of ethics
- Strong organization and time-management skills
- Enjoys leading and working on a team
- Desires to help others



WHAT ARE CAREER CLUSTERS AND CAREER PATHWAYS?

Career Clusters are groupings of occupations and career specialties used as an organizational tool for curriculum design and instruction. Career Clusters prepare learners for a full range of occupations and career specialties through teaching that blends technical, academic, and employable knowledge and skills. This technique enhances the more traditional approach to Career and Technical Education in which instruction may focus on one or two occupations and emphasize only specific occupational skills.

Career Pathways are subgroups of occupations and career specialties used as organizing tools for curriculum design and instruction. Occupations and career specialties are grouped into pathways because they require common knowledge and skills for career success.

Mississippi has all 16 clusters recognized nationally:

- Agriculture, Food, & Natural Resources
- Architecture & Construction
- Arts, Audio/Visual Technology, & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Sciences
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, & Mathematics
- Transportation, Distribution, & Logistics

Career Pathways under the Government and Public Administration cluster:

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

U.S. INDUSTRY OUTLOOK

Public service is always in need of qualified people to keep our country and economy moving forward. Government and public administration are a vital part of our economy and our lives. These sectors are being transformed by the implementation and growth of technology. State and local governments employ people in occupations found in nearly every industry in the economy. Certain occupations, however, are mainly or exclusively found in these governments. Although job prospects vary by state and region, overall prospects are expected to be favorable. In addition to job openings from employment growth, many opportunities will be created by retirees. As state and local governments expand, new opportunities will arise. Prospects with managerial experience will have the best opportunities.



SUCCESS! YOUR FIVE STEPS TO SUCCESS

Your future is bright! This guide and your teachers, counselors, and parents are all here to help you decide which path is right for you. A well-thought-out plan is the easiest way to help you attain your career goals.

STEP 1: THINK ABOUT YOUR INTERESTS AND EXPLORE CAREER OPTIONS.

Now is the time to think about your likes and dislikes. It is important to take a good assessment of your personality, interests, goals, and abilities in order to decide what you would like and excel at. It is equally important to note your dislikes so that you can rule out career paths that do not fit. Make a list of these areas and begin to explore career paths that align with them.

STEP 2: EXPLORE THE VARIOUS EDUCATION OPTIONS.

Take your list and begin to explore the education and/or credentials needed to gain employment in those fields. There are many paths to explore based on your interests. Options include certificate programs, military training, 2- and 4-year colleges, graduate school, and more. Remember to also research entrance requirements for all the options, including tests like the SAT, ACT, GRE, and others.

STEP 3: TALK WITH YOUR PARENTS AND COUNSELORS ABOUT YOUR OPTIONS.

They can help you to research all of your options. You also may want to get in touch with people who work in the fields in which you are interested; they can be a valuable resource in determining what options are best to achieve your career goals. If possible, contact people at the locations where you plan to continue your studies; they can also help you to know what steps you need to take to be prepared.



STEP 4: NARROW YOUR CHOICES AND MAKE A PLAN; THEN REVIEW AND REVISE YOUR iCAP EACH YEAR.

By now, you should feel informed about your options. Take what you have learned and make a plan to complete those goals! Meet with your teacher or counselor and create an iCAP; this is your formal outline that will guide you from high school to your next step of further education or employment. It is important to review your iCAP every year and to revise it to reflect any changes that you make to your career goals.

STEP 5: GRADUATE HIGH SCHOOL AND MOVE ON TO FURTHER YOUR EDUCATION OR TO EMPLOYMENT.

The goal of the iCAP is to give you a path out of high school and direct you where you should go next. This plan should carry you on to a certificate program, military training, further education, or the job market. If you decide to continue your training and education, it is important to repeat many of these steps to guide you through that process as well.

A RAPIDLY THINNING CROWD:

For every **100** high school freshmen in Mississippi...

64 will earn a high school diploma.

47 will enter college.

12 will complete a 2- or 4-year degree.

The earnings gap between high school graduates and dropouts is an annual difference of nearly **\$10,000.**

25 CAREER CHOICES IN GOVERNMENT AND PUBLIC ADMINISTRATION

Career	2010 Employment	2020 Projected Growth	Total Projected Openings	Average Hourly	Education	Description
City Planning Aide	99	19	62	\$13.22	BD, MA	Compile data from various sources, such as maps, reports, and field and file investigations, for use by city planner in making planning studies.
Community Service Manager	1,411	245	579	\$16.51	BD	Plan, organize, or coordinate the activities of a social service program or community-outreach organization.
Compliance Inspector	1,967	531	764	\$16.84	BD	Inspect and investigate sources of pollution to protect the public and environment and to ensure conformance with regulations and ordinances.
Correctional Officer and Jailer	5,368	875	2,140	\$11.74	HS	Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures.
Customs Inspector	1,058	153	392	\$20.04	BD	Investigate and inspect persons, goods, and merchandise arriving in or departing from the United States or between states to detect violations of laws and regulations.
Deputy Sheriff	7,351	681	2,685	\$14.75	HS, AD, BD	Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.
Dispatcher	1,161	210	459	\$11.24	HS	Receive complaints from the public concerning crimes and police emergencies and broadcast orders to police patrol units to investigate.
Eligibility Interviewer	1,525	145	527	\$14.39	HS, C, AD	Determine eligibility of persons applying to receive assistance from government programs and agency resources.
Emergency Management Specialist	297	59	125	\$17.68	BD, C, MA	Coordinate disaster response or activities, provide disaster preparedness training, and prepare emergency plans and procedures for disaster situations.
Financial Examiner	193	72	107	\$24.11	BD	Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions.
Firefighter	3,035	562	1,517	\$14.51	HS, C	Control and extinguish municipal fires; protect life and property and conduct rescue efforts.
Fire Inspector	123	15	52	\$15.69	HS, C, AD	Inspect buildings and equipment to detect fire hazards and enforce state and local regulations.
Forest Fire Prevention Specialist	13	1	5	\$11.09	BD	Enforce fire regulations and inspect for forest fire hazards. Report forest fires and weather conditions.
Government and Property Inspector	1,967	531	764	\$16.84	HS, C, AD	Investigate or inspect government property to ensure compliance with contract agreements and government regulations.
Municipal Clerk	1,531	161	612	\$12.15	HS, AD, BD	Draft agendas and bylaws for town or city council, record minutes of council meetings, answer correspondence, keep fiscal records, and prepare reports.
Police Detective	1,058	153	392	\$20.04	HS, AD	Conduct investigations to prevent crimes or solve criminal cases.
Political Scientist	5	1	3	\$25.07	DD	Study the origin, development, and operation of political systems.
Postal Clerk	564	-126	117	\$25.25	HS	Perform any combination of tasks in a post office, such as receiving letters and parcels and selling postage and revenue stamps, postal cards, and stamped envelopes.
Postmaster	324	-65	65	\$29.00	HS, AD	Direct and coordinate services of a U.S. post office or coordinate activities of workers engaged in postal and related work in assigned post office.
Private Investigator	510	189	307	\$11.23	AD	Detect occurrences of unlawful acts or infractions of rules in private establishments; seek, examine, and compile information for client.
Radio Operator	5	0	2	\$13.91	HS, C	Receive and transmit communications using radiotelegraph or radiotelephone equipment in accordance with government regulations.
Real Estate Appraiser	2,201	392	844	\$10.24	BD, C	Appraise real property to determine its value for purchase, sale, investment, mortgage, or loan purposes.
Title Examiner	969	138	310	\$19.94	HS, AD	Search real estate property records, examine titles, or summarize pertinent legal or insurance details for a variety of purposes.
Urban Planner	129	23	49	\$22.68	BD, MA	Develop comprehensive plans and programs for use of land and physical facilities of local jurisdictions.
USPS Mail Sorter	777	-260	69	\$24.47	HS	Prepare incoming and outgoing mail for distribution. Examine, sort, and route mail by state, type of mail, or other scheme.

Data obtained March 2012 from Economic Modeling Specialists, <http://www.economicmodeling.com>

High school dropouts from the class of 2008 will cost Mississippi almost \$4 billion in lost wages over their lifetimes.

ABOUT THIS CHART

This chart is only a sampling of the careers that fall within this career cluster in the state of Mississippi.

Education Requirement Abbreviations

AD – 2-year associate degree
 BD – 4-year bachelor's degree
 C – 12- or 18-month certificate
 DD – doctoral degree
 HS – high school diploma or GED
 MA – master's degree

A MODEL PATHWAYS TO SUCCESS PROGRAM



Through Pathways to Success, all students will have the resources to identify, explore, and attain their career and academic goals.

In elementary school:
Students will be exposed to career exploration through interactive learning experiences.

In middle school:
Students will investigate career options and identify individual programs of study (majors) related to their aspirations and abilities.

Beginning in the eighth grade, students will develop and annually update an individual Career and Academic Plan (iCAP) with help from counselors, mentor teachers, and parents.

In high school:
Students will be provided a variety of opportunities through Career Pathways experiences (job shadowing, apprenticeships, internships, and other work-related opportunities). Students will revisit and revise their iCAP annually, which will assist them in planning and preparing for postsecondary study, specialized training, and employment.



K–5: Career Awareness

Introduction to the world of careers

6–8: Career Exploration

Discovering areas of career interests and aptitudes

8:

Choosing a career cluster and career pathway (can change easily at any time); Begin developing an iCAP

8–12:

Academics and Career and Technical Education courses, intensive guidance, individual Career and Academic Plans

Postsecondary:

Achieving credentials: college, certification, military

Employment:

Continuing education and lifelong learning

CAREER PATHWAYS: GOVERNANCE, NATIONAL SECURITY, FOREIGN SERVICE, PLANNING, REVENUE AND TAXATION, REGULATION, AND PUBLIC MANAGEMENT AND ADMINISTRATION

These pathways relate to planning and performing government functions at the local, state, and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

Required Core for Graduation	Sample Core Choices			
	For additional college entrance requirements, refer to the college of your choice. IHL Requirements found at www.ihl.state.ms.us/admissions/curriculum.asp			
	9	10	11	12
English	English I	English II	English III	English IV
Math	Algebra I or Geometry	Geometry or Algebra II	Trigonometry, Pre-Calculus, or Algebra II	Trigonometry, Pre-Calculus, Statistics, or AP Calculus
Science	Physics or Biology I	Biology I or Chemistry I	Chemistry or Physics	Physics or science course
Social Studies	Geography (0.5) & MS Studies (0.5)	World History	U.S. History	U.S. Government (0.5) & Economics (0.5)
Additional State Requirements	Comprehensive Health or Family and Individual Health (0.5) Business & Technology (1) Art Physical Education JROTC I* (1), JROTC II* (1), JROTC III* (1), JROTC IV (1)			

*1 year of JROTC may substitute for PE requirement, 2 years of JROTC may substitute for PE or Health requirement, and 3 years of JROTC may substitute for PE and Health requirements.

Courses for Major	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Career Pathway Experience (0.5, 1, 2) Entrepreneurship (1)	Business Law (0.5) International Business (0.5) Foreign Language Desktop Publishing I (0.5) Psychology (0.5) Accounting I (1) Accounting II (1) Communication (1) Debate (0.5, 1) Intro to Journalism (1) Speaking – Public (0.5) Technical Writing (0.5) Environmental Science (0.5) Health Care Science (1)	Career Mentoring Job Shadowing Internship

Professional Opportunities Upon Graduation		
High School Diploma	Additional Training/ 2-year Degree	4-year Degree & Higher Degree
Enlisted Military Member Entry position in local/state/ federal government	Enlisted Military Member Specialized position in local/state/ federal government	Officer or Enlisted Military Member Management position in local/ state/federal government

COMPLETE YOUR EDUCATION

For a successful career in government and public administration, continue your education beyond high school. There are several postsecondary options to choose from, depending on your long-term goals:



2-YEAR COLLEGES

Junior and community colleges offer 2-year programs that will earn you an associate or liberal arts degree. Often, the curriculum includes specialized career training and certification. Community colleges are an especially good option for students who want to further their education close to home while expanding future college and career opportunities. Community and junior colleges receive public tax dollars at the local, state, and federal levels, so tuition is very low when compared to 4-year institutions. Community colleges can design their 2-year programs to transfer credits to a 4-year college or university, so after a few semesters at a community college, you can transfer and go on to earn a Bachelor of Arts or Science at a 4-year school with many of your general education requirements behind you.

4-YEAR COLLEGES

Public and private 4-year colleges offer undergraduate programs that lead to a bachelor's degree. The public colleges and universities receive taxpayer funding from state and federal governments. If you are a resident of the state where the school is, your tuition will be much more affordable because you will receive an in-state discount for being a resident. Private institutions are funded primarily by organizational endowments, alumni contributions, and tuition. The cost of attending private colleges and universities is much higher than public colleges and universities.

MILITARY TRAINING

U.S. Military Service offers a variety of opportunities for career development, especially in high-tech fields. All of the branches of service have internal training programs. Also, all offer aid for higher education in return for service commitments. Learn about all of the educational requirements offered through the military at the respective Web sites:

Air Force www.airforce.com

Army www.goarmy.com

U.S. Army Corps of Engineers www.usace.army.mil

Coast Guard www.uscg.mil

Marines www.marines.com

Navy www.navy.com

FOR A STRONG ECONOMY IN MISSISSIPPI, THE SKILLS GAP MUST BE CLOSED.

57% By 2020, jobs requiring a career certificate or college degree

-32% Mississippi adults who currently have an associate degree or higher

25% Skills gap



To get more information about Mississippi colleges and your options, including admission requirements, majors, tuition and fees, financial aid, and scholarships, please visit the following resources:

- For 4-year public universities: www.mississippi.edu/universities
- For 2-year colleges: www.mcclb.edu
- For other options, including private colleges, please meet with your high school's guidance counselor.

CORE REQUIREMENTS FOR GRADUATION

CAREER PATHWAY OPTION

English	4
Math	3
Science	3
Social Studies	3
Health/Physical Education	0.5
Integrated Technology	1
CTE Electives	4
Electives	2.5
Total	21 credits

TRADITIONAL PATHWAY OPTION

English	4
Math	4
Science	4
Social Studies	4
Health/Physical Education	0.5
Business & Technology	1
Art	1
Electives	5
Total	24 credit minimum

DISTRICT PATHWAY OPTION

English	4
Math	4
Science	3
Social Studies	3
Health	0.5
Physical Education	0.5
Business & Technology	1
Art	1
Electives	4
Total	21 credit minimum

OUTSIDE RESOURCES

You can find a wealth of information about career choices, postsecondary education, and scholarships on the Internet. Some resources to get you started are listed below.

Resources for Government and Public Administration

- American Planning Association: www.planning.org
- American Political Science Association: www.apsanet.org
- Military Officers Association of America: www.moaa.org
- Mississippi Firefighters Association: www.mffa.com
- National Association of Police Organizations: www.napo.org
- National Association of Postal Supervisors: www.naps.org
- National Fire Protection Association: www.nfpa.org
- National Sheriffs' Association: www.sheriffs.org
- Private Investigators Association of America: www.privateinvestigatorsassociation.com
- The United States Conference of Mayors: www.usmayors.org

Resources for Education and Career Planning

- Career Communications, Inc: www.carcom.com
- Career Key: www.careerkey.org
- Career Planner: www.careerplanner.com
- College Board: www.collegeboard.com
- Holland's Self-Directed Search: www.self-directed-search.com
- Mapping Your Future: www.mappingyourfuture.org
- National Career Development Association: www.ncda.org
- O*NET Online: www.onetonline.org
- Occupational Outlook Handbook: www.bls.gov/oco
- Princeton Review: www.princetonreview.com
- Salary Information: www.salary.com

Web site addresses were correct at time of publication. If an address is no longer valid, please use an Internet search engine to locate the resource or a similar resource.

Government and Public Administration Student Organizations

Getting involved with these organizations while in high school can give you a better idea of your options within your chosen career path. Give your future a boost by participating in these high school organizations:

Future Business Leaders of America www.fbla-pbl.org

Future Business Leaders of America-Phi Beta Lambda is a nonprofit education association with a quarter million students preparing for careers in business and business-related fields. Exclusive membership and career recognition programs are designed for each division to provide additional personal and chapter-development opportunities. FBLA-PBL is the largest business career student organization in the world. The high school division has 215,000 members.

FCCLA www.fcclainc.org

Family, Career, and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Today, over 205,000 members in nearly 6,500 chapters are active in a network of associations in all 50 states, as well as the Virgin Islands and Puerto Rico.

More Information:

JROTC, MDE

Michael Curry

mcurry@mde.k12.ms.us

Research and Curriculum Unit

Betsey Smith

betsey.smith@rcu.msstate.edu



Please visit this Web site to download additional copies of Pathways to Success publications: www.rcu.msstate.edu/mde

Mississippi Department of Education
P.O. Box 771
Jackson, MS 39205-0771
www.mde.k12.ms.us

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