

# Program of Study Justifications for Government & Public Administration

## Public Management & Administration

2016-17 Program of Study	Level 1	Level 2	Level 3	Level 4
<b>Public Management and Administration</b>	Principles of Public Service (6127)	Public Management and Administration (6129)	U.S. Government and Civics (3417)	Public Law and Budgeting (6128)

### *Description*

The Public Management and Administration program of study (POS) is designed for students who are planning careers in service to the public and/or political science. Course content covers such topics as philosophies of constitutional government, government provision and administration of services, ethical and legal issues faced by public officials, government funding sources, laws and regulations, budgeting practices, and community planning. Upon completion of this POS, students will be prepared for a wide range of careers in the public and non-profit sectors, or for advanced study in business, public affairs, or public administration at the postsecondary level. City and county government officials, commissioners, and city planners are viable career options for students who complete this program of study.

### *Job Outlook*

Of the jobs in the Bureau of Labor Statistics' (BLS) Standard Occupational Classification System, one million are assigned to the government and public administration cluster. Median annual wages for these occupations ranged from \$20,620 for legislators to \$76,890 for financial examiners. Occupations in this cluster typically require a bachelor's degree for entry, but specific designations range from a high school diploma or equivalent and short-term on-the-job training for transportation security screeners to a master's degree for urban and regional planners. BLS projects most job openings in this cluster to be in occupations assigned to governance and fewer to be in public administration. **Figure 2** shows the occupation projected to have the largest number of job openings is compliance officers, which requires a bachelor's degree<sup>1</sup>. Conversely, an entry level position that shows 0.8 percent growth is court clerk. According to the Jobs4tn website, the most commonly required level of education for court clerks is a high school diploma at 78.12 percent, with 21.88 percent requiring some college courses to an associate's degree<sup>2</sup>.

1 Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. Retrieved from <http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm>

2 Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Employment Wage and Data. Retrieved from <https://www.jobs4tn.gov>

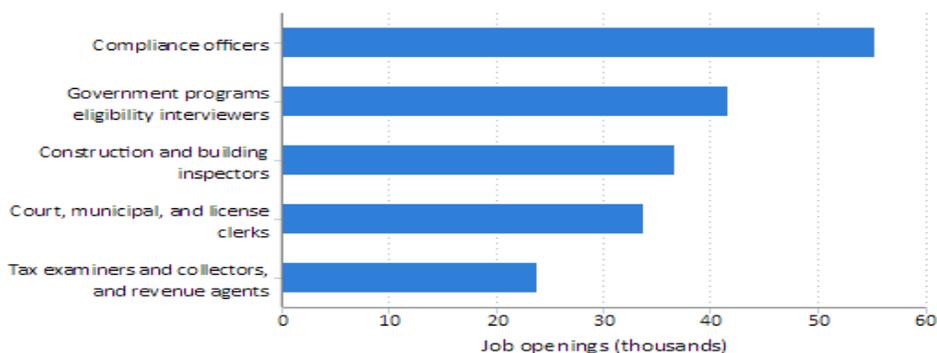
The portfolio students will have completed by the end of this program of study will be an asset to them as they apply for entry level positions in Government and Public Administration.

**Figure 1.** Tennessee employment projections for Public Management and Administration occupations with positive openings projected 2014-22

Occupation	Education Required	Median Salary	2022 Projected Employment	Total 2014 - 2022 Employment Change	Annual Avg. Percent Change
<b>Social and Community Service Managers</b>	Bachelor's Degree	\$55,661	2,740	270	1.3%
<b>Social and Human Services Assistant</b>	Associate's Degree	\$29,166	2,610	13	0.7%
<b>Eligibility Interviewers</b>	Associate's Degree	\$33,920	3,790	190	0.7%
<b>Court Clerk</b>	High School Diploma	\$31,653	3,160	190	0.8%

**Figure 2.** Government and Public Administration jobs projected to have the most growth in the United States<sup>3</sup>

**Chart 7. Occupations assigned to the government and public administration cluster that are projected to have the most job openings, 2012–22**



Sources: National Association of State Directors of Career Technical Education Consortium (Career Cluster); Bureau of Labor Statistics, Employment Projections program (projected job openings).

According to the Tennessee Department of Human Resources, state government is the largest employer in Tennessee, with approximately 43,500 employees in the three branches of government. The state of Tennessee has approximately 1,300 different job classifications in areas such as

<sup>3</sup>Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. [http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm#Government and public administration](http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm#Government%20and%20public%20administration)

administration, health services, historic preservation, legal, agriculture, counseling, and medicine.<sup>4</sup> **Figure 2** shows the job classifications in the government and public administration cluster projected to see the most growth through 2022. **Figure 3** shows the distribution of jobs concentrated in or surrounding urban areas which school districts may need to consider when adding this program of study.

**Figure 3.** Distribution of social and community service jobs by county.<sup>5</sup>



### Current Secondary Landscape

In the 2014-15 school year, 2 schools in Tennessee offered courses in the program of study of Government and Public Administration, and there was no data for students enrolled in a Government and Public Administration course. **Figure 5** shows the open enrollment analysis for 2014-15 SY and 2015-16 SY.

#### Government & Public Administration

**Figure 5.** Open enrollment figures for 2014-15

Principles of Public Service	Public Management & Administration	U.S. Government & Civics	Public Law & Budgeting
No data	No data	No data	No data

#### Open Enrollment Analysis 2014-15 to 2015-16

Government & Public Administration	
2014-15	2
2015-16	1
	<i>Decline</i>

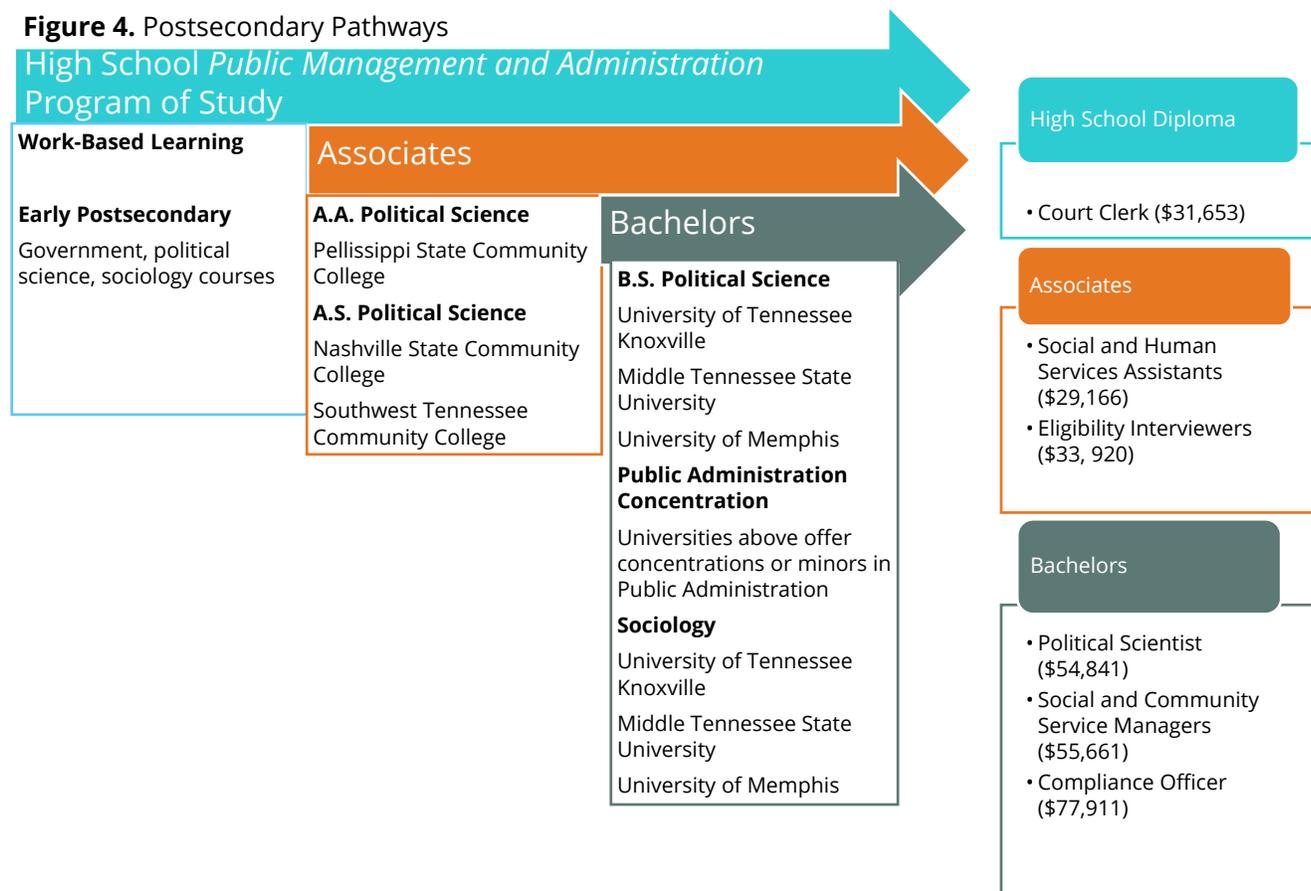
<sup>4</sup>Tennessee Department of Human Resources. (2016). For Job Seekers. Retrieved from <http://www.tn.gov/hr/section/employment#sthash.Ua4Yuvr9.dpuf>

<sup>5</sup> Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/lmi/occ/occsummary.aspx?>

## Postsecondary Pathways

Postsecondary programs for this POS are well represented in public colleges and universities across the state as seen in **Figure 4**. Every postsecondary school reviewed had political science, government, and/or sociology programs. Students could easily continue this program of study in these postsecondary institutions, including community college. Nashville State Community College offers a Political Science associate’s degree. Southwest Tennessee Community College and Northeast State Community College offer a Political Science associate’s degree as part of their Tennessee Transfer programs. Certifications are available and include, but are not limited to Basic and Advance Court Security Certification, Housing Counselor Certification, Community Action Professional Certification, and Fair Housing Compliance Certification.<sup>6</sup>

**Figure 4.** Postsecondary Pathways



<sup>6</sup> United States Department of Labor, Employment and Training Administration. (2016). Summary Report. Retrieved from <http://www.onetonline.org/link/summary/13-1041.00>

### **Recommendations**

Progression through a program of study requires three courses, and some schools may only offer the first three levels of a program of study; therefore, the department recommends changing the sequence of courses. The recommended courses in the Public Management and Administration POS should be rearranged as follows:

2017-18 Program of Study	Level 1	Level 2	Level 3	Level 4
<b>Public Management and Administration</b>	Principles of Public Service (6127)	Public Management and Administration (6129)	Public Law and Budgeting (6128) -or- <b>Dual Enrollment</b> Public Management & Administration (4093)	AP US Government & Politics (3445) -or- <b>Dual Enrollment</b> Public Management & Administration (4093)

This sequence better targets the program of study's core content, so that students who complete Levels 1-3 will have a more focused, high level understanding of public administration. The addition of the advanced placement course increases the rigor of this POS.

Students who complete this program of study may seek employment or postsecondary placement upon graduation. It is recommended that a portfolio be created with work examples from all four courses. Having a robust portfolio will provide students the opportunity to communicate, present, and discuss their work with postsecondary and industry representatives. A list of suggested artifacts will be added to each course.

## ***References***

Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. Retrieved from <http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm>

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United States Department of Labor, Employment and Training Administration. (2016). Summary Report. Retrieved from <http://www.onetonline.org/link/summary/13-1041.00>