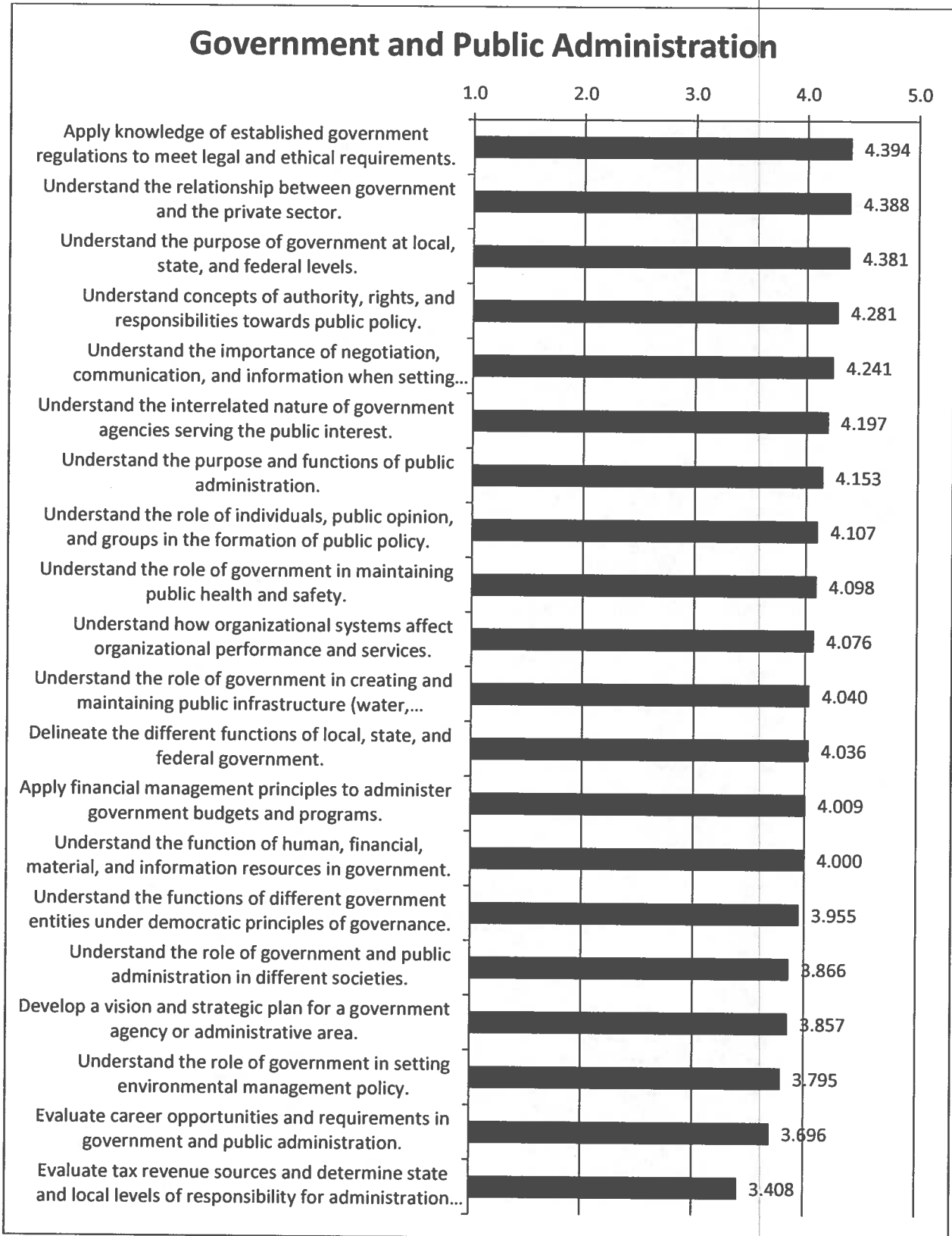


**II. Government and Public Administration**



Government and Public Administration

Skill/Knowledge Set	Mean	Minimum	Maximum	Mode	Standard Error of Mean	Valid N
Apply knowledge of established government regulations to meet legal and ethical requirements.	4.394	1	5	5	.058	221
Understand the relationship between government and the private sector.	4.388	1	5	5	.061	224
Understand the purpose of government at local, state, and federal levels.	4.381	1	5	5	.060	223
Understand concepts of authority, rights, and responsibilities towards public policy.	4.281	1	5	5	.064	224
Understand the importance of negotiation, communication, and information when setting policy.	4.241	1	5	5	.068	224
Understand the interrelated nature of government agencies serving the public interest.	4.197	1	5	5	.057	223
Understand the purpose and functions of public administration.	4.153	1	5	5	.070	222
Understand the role of individuals, public opinion, and groups in the formation of public policy.	4.107	1	5	5	.068	224
Understand the role of government in maintaining public health and safety.	4.098	1	5	5	.070	224
Understand how organizational systems affect organizational performance and services.	4.076	1	5	5	.067	223
Understand the role of government in creating and maintaining public infrastructure (water, transportation, etc.).	4.040	1	5	5	.079	223
Delineate the different functions of local, state, and federal government.	4.036	1	5	5	.072	224
Apply financial management principles to administer government budgets and programs.	4.009	1	5	5	.080	224
Understand the function of human, financial, material, and information resources in government.	4.000	1	5	5	.071	223
Understand the functions of different government entities under democratic principles of governance.	3.955	1	5	5	.073	223
Understand the role of government and public administration in different societies.	3.866	1	5	4	.073	224
Develop a vision and strategic plan for a government agency or administrative area.	3.857	1	5	5	.078	224
Understand the role of government in setting environmental management policy.	3.795	1	5	4	.078	224
Evaluate career opportunities and requirements in government and public administration.	3.696	1	5	4	.078	224
Evaluate tax revenue sources and determine state and local levels of responsibility for administration (rate setting and collection).	3.408	1	5	4	.087	223

## Suggested Additional Skills and Other Responses

Writing in plain language - conveying complex ideas simply to a public unfamiliar with laws and regulations

Understand that Government will control everything you do

Understand Public Service Verses Personal Greed

Understand the Declaration and why it is important to a free society

Understand accurately the history and purpose of the Constitution of the United States.

Customer service skills - oral, written, email, social media

Understand if you own your own business Government will take most of your profits

Term Limits for Public Service

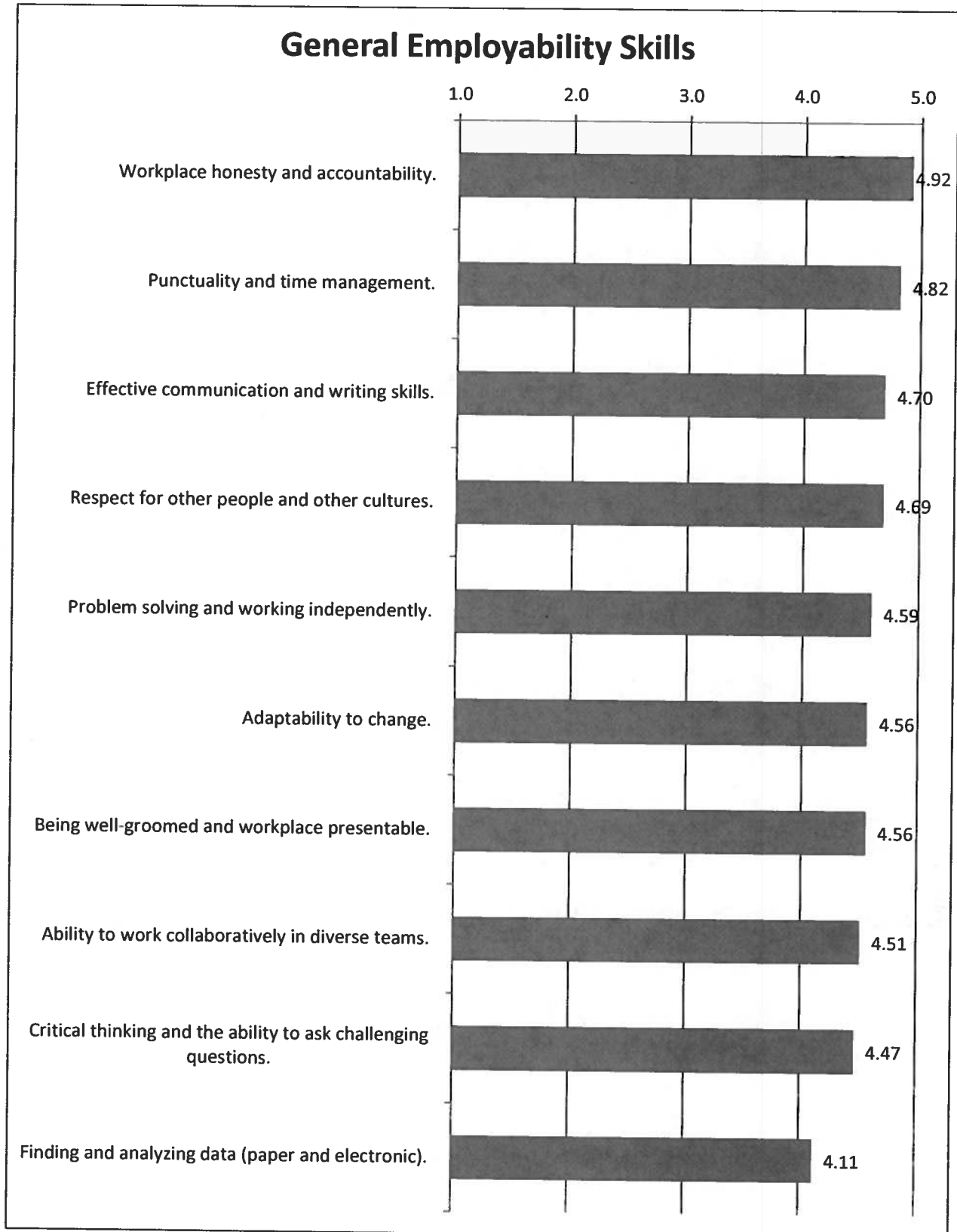
Understand different branches of government and their authority

Understand accurately the concepts of capitalism and free enterprise, and how they differ from government-run economic systems.

Ability to audit and analyse results of contractor operations

Understand accurately taxation and the actual impact of the federal income tax on the various levels of income earners.

**I. General Employability Skills**



### General Employability Skills

Skill/Knowledge Set	Mean	Minimum	Maximum	Mode	Standard Error of Mean	Valid N
Workplace honesty and accountability.	4.92	1	5	5	.009	2173
Punctuality and time management.	4.82	1	5	5	.011	2172
Effective communication and writing skills.	4.70	1	5	5	.014	2179
Respect for other people and other cultures.	4.69	1	5	5	.015	2169
Problem solving and working independently.	4.59	1	5	5	.015	2163
Adaptability to change.	4.56	1	5	5	.015	2179
Being well-groomed and workplace presentable.	4.56	1	5	5	.016	2178
Ability to work collaboratively in diverse teams.	4.51	1	5	5	.017	2180
Critical thinking and the ability to ask challenging questions.	4.47	1	5	5	.016	2172
Finding and analyzing data (paper and electronic).	4.11	1	5	5	.021	2175

Suggested Additional Skills and Other Responses	Frequency
Creativity	19
Ability to learn new skills or improve upon skills	22
Other	23
Leadership skills & ability to follow directions	44
Flexibility	55
Adhere to workplace ethics & rules (Being responsible)	99
Communication, Cooperation, Collaboration	120
Attitude (positive, take initiative, motivated, etc.)	121
Being effective and efficient	129
Competent in necessary skills	217