



Your Guide To Careers In

# Government & Public Administration



Texas has 254 counties and 1,208 incorporated cities, all of which offer career opportunities in public administration.



## Go Public

Most public-sector positions offer excellent benefits, 8 to 5 work hours, liberal leave time, and reasonably steady employment.



Texas has more than 1.4 million state and local government employees. About one for every 17 Texans.

# Programs of Study



## Governance (i.e. Legislator)

Make and execute public policy.

## National Security (i.e. Military Officer)

Maintaining a strong national security encompasses such diverse activities as running a hospital, programming computers, operating a nuclear reactor, or repairing and maintaining a helicopter.

## Foreign Service (i.e. Interpreter & Translator)

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.

## Planning (i.e. Urban & Regional Planner)

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.

## Revenue and Taxation (i.e. Tax Examiner)

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.

## Regulation (i.e. Immigration & Customs Inspector)

Protect our health, safety and environment as well as ensure the integrity of our financial, transportation and public utility industries.

## Public Management and Administration (i.e. City Manager)

Government agencies and public corporations have standards for the stewardship of public resources.

# Career Options

Occupation	Education
Urban and Regional Planner	Master's Degree
Economist	Master's Degree
Substance Abuse and Behavioral Disorders Counselor	Master's Degree
Legislator	Bachelor's Plus Experience
Judge, Magistrate Judge, and Magistrate	Bachelor's Plus Experience
Arbitrator, Mediator, and Conciliator	Bachelor's Plus Experience
Administrative Law Judge and Hearing Officer	Bachelor's Plus Experience
Administrative Services Manager	Bachelor's Plus Experience
Medical and Public Health Social Worker	Bachelor's Degree
Social and Community Services Manager	Bachelor's Degree
Tax Examiner, Collector, and Revenue Agent	Bachelor's Degree
Civil Engineering Technician	Associate Degree
Emergency Management Specialist	Work Experience in a Related Occupation
Agricultural Inspector	Work Experience in a Related Occupation
Construction and Building Inspector	Work Experience in a Related Occupation
Compliance Officer, except Agriculture, Construction, Health and Safety	Long-Term On-The-Job Training
Fish and Game Warden	Long-Term On-The-Job Training
Hazardous Materials Removal Worker	Long-Term On-The-Job Training
Water & Liquid Waste Treatment System Operator	Long-Term On-The-Job Training
Animal Control Worker	Moderate-Term On-The-Job Training
Bus Driver, Transit	Moderate-Term On-The-Job Training
Highway Maintenance Worker	Moderate-Term On-The-Job Training
Court, Municipal, and License Clerk	Short-Term On-The-Job Training
Postal Service Mail Carrier	Short-Term On-The-Job Training

# Sample Graduation Plan (26 Credit RHSP)

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	4th Year of Math
Biology	Chemistry	Physics	4th Year of Science
World Geography	World History	US History	Government/Economics

The following courses must be included in the personal graduation plan at a time deemed appropriate by the student, parent, and counselor. Please refer to the Katy I.S.D. Planning Guide for additional information.

**Communication Applications (1/2 Credit)**

**Fine Arts (1 Credit)**

**P.E. (1 Credit)**

**Language Other Than English (2 Credits)**

**Health (1/2 Credit)**

**Electives (5 Credits - May Include CTE Elective Options\*)**

\*CTE Elective Options (Note: Course Selection and Sequence Based On Individual Student Interests, Abilities, and Course Availability) See below:

Program of Study	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>Governance</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>
<b>National Security</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>
<b>Foreign Service</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>
<b>Revenue and Taxation</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>
<b>Regulation</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>
<b>Public Management and Administration</b>	<ul style="list-style-type: none"> <li>Business Information Management I</li> </ul>	<ul style="list-style-type: none"> <li>Business Law</li> <li>Global Business</li> </ul>	<ul style="list-style-type: none"> <li>Court Systems &amp; Practices</li> <li>Law Enforcement I</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Law, Public Safety, Corrections &amp; Security</li> <li>Law Enforcement II</li> </ul>

# Advanced Technical Credit Course Crosswalk

The following CTE courses that are offered in Katy I.S.D. may qualify as Advanced Technical Credit Courses (ATC).

Katy I.S.D. CTE Courses	Jr./Community College Equivalent
Law Enforcement I (8970)	Criminalistics I (CISA 1308)
Court Systems and Practices (8972)	Fundamentals of Criminal Law (CSJA 1327)
Law Enforcement II (8976)	Basic Telecommunication Certification (CJLE 1303)



## MCTC

The following courses offered at the Miller Career and Technology Center may be helpful to students pursuing a career in Government and Public Administration.

- Court Systems & Practices (Courts and Criminal Procedures)
- Law Enforcement I (Introduction to Criminal Justice)
- Law Enforcement II (Crime in America)
- Principles of Law, Public Safety, Corrections & Security (Fundamentals of Criminal Law)

### For More Information

The Career & Technical Education Department  
 6301 South Stadium Lane  
 Katy, Texas 77492  
 281-396-2633

#### Resources

*Achieve Texas in Action: A College and Career Planning Guide* - Texas Education Agency  
*Occupational Outlook Handbook* - U.S. Department of Labor

*It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technical education programs, nor in its employment practices.*

