

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Salary Increase Criteria for Completion of State Financial Management Certificate Program

Policy Number: 104.71.10

Effective Date: 08/02/2022

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It shall be the policy of the Georgia Department of Corrections (GDC) that employees who perform duties of a fiscal nature for official state business accounts, and who have demonstrated successful completion of the approved levels of the State Financial Management Certificate Program, may be eligible for a Criteria-Based Salary Increase.

A. Group I Job Titles:

New Job Title	New Job Code	New Job Title	New Job Code
Accountant 2	FIP021	Finance Clerk 2	FIS011
Accountant 3	FIP022	Financial Ops Generalist 1	FIT020
Admin Assistant 1	GST050	Manager, Account/Financial Services 2,	FIM011
Admin Assistant 3	GST052	Manager, Accounting/Financial Services	FIM010
Admin Assistant Supervisor	GST053	Manager, Budget	FIM030
Budget Analyst 1	FIP010	Payroll Spec 2	FIP041
Budget Analyst 2	FIP011	Payroll Spec 3	FIP042
Budget Analyst Supervisor	FIP013	Payroll Spec 4	FIP043
Business Support Analyst 1	GSP130	Payroll Tech 1	FIT050
Business Support Analyst Supervisor	GSP132	Payroll Tech 2	FIT051
Deputy Warden	PSM121	Accountant 2	FIPO21

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Salary Increase Criteria for Completion of State Financial Management Certificate Program

Policy Number: 104.71.10 **Effective Date:** 08/02/2022 **Page Number:** 2 of 4

Authority: Commissioner **Originating Division:** Administration & Finance Division (Human Resources) **Access Listing:** Level I: All Access

B. Group II Job Titles:

New Job Title	New Job Code	New Job Title	New Job Code
Accountant 2	FIP0 21	Deputy Warden	PSM 121
Accountant 3	FIP0 22	Manager Account/Financial Services 2,	FIM 011
Admin Assistant 3	GST 052	Manager, Accounting/Financial Services	FIM 010
Admin Assistant Supervisor	GST 053	Manager, Budget	FIM 030
Budget Analyst 1	FIP0 10	Payroll Spec 2	FIP0 41
Budget Analyst 2	FIP0 11	Payroll Spec 3	FIP0 42
Budget Analyst Supervisor	FIP0 13	Payroll Spec 4	FIP0 43
Business Support Analyst 1	GSP 130	Payroll Tech 2	FIT0 51
Business Support Analyst Supervisor	GSP 132	Manager Account/Financial Services 2,	FIM 011

II. Authority:

State Personnel Board Rule 478-1-.12, Salary.

III. Definitions:

Criteria-Based Salary Increase - An increase of the base salary of employees who meet established criteria. The new salary must conform to the salary range for the job to which the employee's position is allocated.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Salary Increase Criteria for Completion of State Financial Management Certificate Program		
Policy Number: 104.71.10	Effective Date: 08/02/2022	Page Number: 3 of 4
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

IV. Statement of Policy and Applicable Procedures:

- A. Department employees in identified jobs who reconcile bank accounts, produce accounting transaction documents, or maintain trust/agency fund accounts regarding official state business, may apply to attend courses in the State Financial Management Certificate Program. Employees must complete and submit an application to Attend State Financial Management Certificate Course(s) form (Attachment 1) and the appropriate registration materials to their Appointing Authority for approval. Once attendance is approved, the application will be returned to the employee by the Appointing Authority. The employee may then proceed with registration.

- B. Employees who have completed the State Financial Management Certificate Program develop competencies enabling them to maintain state financial records in accordance with Generally Accepted Accounting Principles (GAAP). Employees in identified jobs who successfully complete the courses are eligible for increases to base salary as follows:
 1. Department employees, as identified in Group I above, who have successfully completed Introductory Governmental Accounting Parts I and II, are eligible for a salary increase of 3% after completing both parts of the introductory course.
 2. Employees, as identified in Group II above, who have successfully completed the Introductory Governmental Accounting Parts I and II, are eligible for a salary adjustment of 3% after completing both parts of the Introductory course. Group II employees who then successfully complete the Intermediate Governmental Accounting Parts I and II are eligible for an additional salary increase of 2%.
 3. Appointing Authorities requesting exceptions to those jobs listed should direct requests, including an explanation, to the Department Human Resources Director.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Salary Increase Criteria for Completion of State Financial Management Certificate Program

Policy Number: 104.71.10

Effective Date: 08/02/2022

Page Number: 4 of 4

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

C. Employees in identified jobs who have completed levels of the State Financial Management Certificate program are eligible for the salary increase. Employees must meet the established criteria, and the salary increase is not automatic.

1. A Recommendation for State Financial Management Certificate Program Salary Adjustment form (Attachment 2), and the appropriate Certificate of Completion from the Georgia Center for Continuing Education at the University of Georgia must be submitted to the assigned CHRM HR Analyst prior to the established cutoff date for the effective date of the salary increase. No other course work, including college-level course work, will qualify the individual for this salary adjustment.

D. A salary increase under the provisions of this Standard Operating Procedure (SOP) shall not be more than the maximum of the pay grade of the job to which the position is assigned.

V. Attachments:

Attachment 1: Application to Attend State Financial Management Certificate Course(s)

Attachment 2: Recommendation for State Financial Management Certificate Program Criteria-Based Salary Increase

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1 and 2 shall be retained in the official and local personnel files.