

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-10	Policy # 2.12
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: None.	
Chapter 2: FINANCIAL SERVICES	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14 APPROVED:	
Subject: STATE FINANCIAL MANAGEMENT CERTIFICATE PROGRAM	 <hr/> L. Gale Buckner, Commissioner	
Attachments: A – Application for State Financial Management Certificate Course(s) B – Recommendation for Salary Adjustment C – Request for Personnel Action Form		

I. POLICY:

Department of Juvenile Justice fiscal personnel in regular classified and unclassified positions may participate in the State Financial Management Certificate Program, with supervisory approval. Subject to available funding, participants who have successfully completed the program shall receive an adjustment to their base pay.

II. DEFINITIONS:

State Financial Management Certificate Program (SFMCP): A program that offers the Primary Governmental Accounting Series courses, governmental update workshops, and an annual governmental finance conference. The courses are designed to assist state fiscal personnel in developing competencies that will enable them to maintain the state's financial records in accordance with Generally Accepted Accounting Principles and state law.

Training Resource Information System (TRIS): The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

III. PROCEDURES:

A. The following employees are eligible to participate in the State Financial Management Certificate Program (SFMCP):

Job Title	Job Number
SS: Financial Wkr (WL)	40807
MG2: Accountant/Financial	40801
MG1: Accountant/Financial	40802
PS: Accountant (EL)(WL)(AL)	40814, 40805, 40804
TS: Financial Ops Gen (AL)	40806
TS: Business Ops Generalist (WL)(AL)	40002, 40001
MG1: Budget/Portfolio	40601
TS: Financial Ops Gen (GL)	40619
PS: Business Operation Spec (AL)	40003

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SS: Financial Wkr (WL)	40605
PS: Budget Spec (WL) (AL)	40604, 40603, 40625

Job Title	Job Number
PS: Budget Spec (SP)	40602
MS2: Budget/Portfolio	40819
PS: Contract Comp Spec (AL)	95102
PS: Auditor/Examiner (AL)	40405
PS: Auditor/Examiner (WL)	40404
PS: Business Operation Spec (AL)	60002
PS: Payroll Spec (SP)	41201
TS: Payroll Technician (WL)	41204
PS: Payroll Spec (AL)	41203
PS: Purch & Proc Spec (Al)	31703, 31704
PS: Purch & Proc Spec (AL)	31739
TS: Proc, Supply, Warhse Tech (WL) (AL)	30001, 30002
PS: Purch & Proc Spec (SP)	31769

Employees in temporary unclassified positions, including time-limited and hourly paid employees, will not be eligible to participate. Upon approval by their supervisors, employees not on the positions noted in this section may take the courses at their discretion; however, those employees will not be eligible for the salary increases outlined in the Course Completion section below.

B. Requests to Participate:

1. Employees who wish to participate in the SFMCP will complete the Application to Attend State Financial Management Certificate Courses (Attachment A) and submit the form to his/her immediate supervisor for approval.
2. The immediate supervisor will submit the form to the respective Deputy Commissioner for approval.
3. The Deputy Commissioner will submit the form to the Director of the Office of Financial Services, who will notify the employee of the disposition of the request.
4. If the application is denied, the employee may appeal the decision to a committee comprised of the following staff or their designees:
 - Deputy Commissioner, Administrative Services;
 - Director of the Office of Financial Services; and
 - Director of the Office of Human Resources.

C. The courses in the SFMCP include Introductory Governmental Accounting, Parts I and II and Intermediate Governmental Accounting, Parts I and II.

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1. Professional level staff may receive credit for “testing out” of the Introductory Governmental Accounting, Parts I and II in lieu of attending these courses.

D. Course Completion:

1. Upon completion of the Introductory Governmental Accounting, Parts I and II courses, the employee will submit the certificate or other documentation of successful course completion to his/her immediate supervisor.
2. Upon completion of the Intermediate Governmental Accounting, Parts I and II courses, the employee will submit the certificate or other documentation of successful course completion to his/her immediate supervisor.
3. The employee will submit all certificates of completion to the Office of Training. The Office of Training will enter the course completion information in the Training Resource Information System (TRIS).
4. The immediate supervisor will submit the Recommendation for a Base Salary Adjustment (Attachment B) and Request for Personnel Action (Attachment C) forms to the Director of the Office of Financial Services for review.
5. After validating the documentation of successful course completion, the Director of the Office of Financial Services will approve the salary adjustment. Salary adjustments will be subject to available funding.
6. The salary adjustment for successful completion of both Introductory courses will be 3%. The salary adjustment for successful completion of both Intermediate courses will be 2%.

E. Upon approval, the Director of the Office of Financial Services will submit the Recommendation for a Base Salary Adjustment and Request for Personnel Action forms to the Office of Human Resources prior to the effective date of the increase. The salary adjustment will become effective on the effective date of this policy or the first day of the pay period following the receipt of the certification, whichever is later.

F. Employees transferring to DJJ from other State of Georgia agencies will only receive a salary adjustment if they did not receive the adjustment at the previous agency.

G. There are no retroactive salary adjustments.

H. The Department will pay the tuition for the Introductory and Intermediate courses one time only. If an employee fails to complete successfully the courses, the employee will be responsible for future tuitions.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO