

RECOMMENDATION FOR STATE FINANCIAL MANAGEMENT CERTIFICATE PROGRAM CRITERIA-BASED INCREASE

In accordance with GDC SOP IVO07-0050, it is recommended the following employee receives the State Financial Management Certificate Program criteria-based salary increase indicated below:

Employee's Name:

Employee ID#:

Office Location:

Position #:

Job Title and Code:

is to verify that the above employee has completed the following parts of the State Financial Management Certificate Program, and is eligible for the following criteria-based salary increase:

(Check Applicable Program)

Introductory Governmental Accounting, Part I and Part II – 3%

Accountant	40815	Budget Analyst I	40604
Accountant Paraprofessional	40806	Budget Analyst 2	40603
Accountant I, Professional	40814	Budget Officer	40602
Accountant II, Professional	40805	Budget & Planning Coord	40627
Accountant III, Professional	40804	Business Mgr, Ctr/BC	60026
Accounting Clerk	40807	Business Manager	60042
Accounting Director	40809	Deputy Warden – Admin	60004
Accounting Director II	40801	Grants Administrator	41104
Accounting Manager	40803	Payroll Manager	41201
Accounting Manager II	40802	Payroll Paraprofessional	41204
Admin Ops Coordinator I	40002	Payroll Supervisor	41203
Admin. Ops Manager	40003	Payroll Supervisor II	41202

Intermediate Governmental Accounting, Part I and Part II – 2%

Accountant	40815	Budget Analyst 1	40604
Accountant I, Professional	40814	Budget Analyst 2	40603
Accountant II, Professional	40805	Budget Officer	40602
Accountant III, Professional	40804	Budget & Planning Coord	40627
Accounting Director	40809	Business Manager	60042
Accounting Director, II	40801	Business Mgr. Ctr/BC	60026
Accounting Manager	40803	Deputy Warden – Admin	60004
Accounting Manager II	40802	Grants Administrator	41104
Admin Ops Coord II	40001	Payroll Manager	41201
Admin Ops Manager	40003	Payroll Supervisor	41203
		Payroll Supervisor II	40202

Effective Date:

(Print) Name of Appointing Authority:

Appointing Authority's Job Title:

Signature of Appointing Authority:

Date:

Note: This recommendation must be submitted with the appropriate Certificate(s) of Completion or a letter certifying completion or "test-out" form the Georgia Center for Continuing Education at the University of Georgia.