

WSU's Compensation and Classification System for Unclassified Professional Staff and University Support Staff Colleagues



Message from President John W. Bardo

I am writing to encourage your participation in a process occurring in Kansas Board of Regents universities to review and update position descriptions. Representatives of the University Support Staff and Unclassified Professional Staff have been meeting with CBIZ Human Capital Services and staff within WSU's Department of Human Resources to prepare for a study to update WSU's compensation and classification systems. The recommendations from CBIZ will provide information to make the most current and responsive decisions regarding recruitment, employee development and compensation. Your input and feedback is critical to the success of this study.

The first opportunity for input will occur at a campus-wide university staff meeting from 9-10:30 a.m. Monday, Dec. 15, in the CAC Theater. The presidents of the Unclassified Professional and University Support Staff Senates will open the meeting, and a representative from CBIZ will present further details concerning the process. Representatives from the Human Resources Leadership Team will also be available for questions.

The next step in the process will occur between Wednesday, Dec. 17, and Friday, Feb. 13. At this time all University Support Staff and Unclassified Professional Staff will be asked to complete Job Analysis Questionnaires detailing their respective job duties and responsibilities. Our goal is to have all questionnaires completed by Feb. 13, 2015.

Thank you for your time, efforts and thoughtful consideration in addressing this important process on our campus.

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A copy of the Job Analysis Questionnaire will be distributed after the meeting via email and paper copy on Monday, Dec. 15.

For more information, go to <http://www.wichita.edu/marketstudy>