Market Study Overview

⇒ A process occurring in Kansas Board of Regents universities to review and update position descriptions. The universities are partnering with CBIZ Human Capital Services to complete the market study.

⇒ All Unclassified Professional Staff and University Support Staff will complete a Job Analysis Questionnaire (JAQ) detailing their job duties and responsibilities. Due dates are listed below.

⇒ Supervisors review and approve JAQs and return to Human Resources.

⇒ Work sessions will be available for employees to receive assistance with completing the JAQ.

⇒ CBIZ will evaluate information submitted on the JAQs and will give recommendations to the University to make the most current and responsive decisions regarding recruitment, employee development, and compensation.

Contact Information & Resources

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Frequently Asked Questions

What do we hope to accomplish?
Wichita State University President John Bardo, the Unclassified Professionals and the University Support Staff recommended creating a classification and compensation system that is fair, sensible, builds on best practice, is easily maintained and understood by all parties and a system that is compatible with the history and culture of WSU.

Why are we doing this now?
1. As the University continues to evolve, it is necessary to ensure our processes support the goals of the University. When we reviewed our current classification, compensation, and performance management system, we recognized a need to examine this system further to ensure it properly aligns with our University objectives.
2. While the majority of WSU employees are properly classified, there are employees with the same job title who are doing different work or who are doing the same work but have different titles. These types of situations indicated it was time for a thorough review.
3. In addition, there is currently a growing talent shortage in the U.S. labor market. It is important to ensure our salary ranges are competitive and that WSU maintains its ability to attract and retain needed talent.

Will I be involved in the study?
Yes, to ensure success, all University Support Staff and Unclassified Professional employees will complete a job questionnaire.

Will I get a pay raise or will my pay decrease?
This project will not necessarily result in raises for employees. As the project reaches completion, we will have better structures, information and tools to help the University make pay decisions, but the project itself will not necessarily result in raises. There is NO intention of reducing/decreasing anyone’s salary as a result of this study.

When do I complete the JAQ?
You will complete the JAQ during your regular paid work schedule. You may attend a work session to complete your JAQ or complete it on your own. Please schedule time with your supervisor as necessary.

Additional Market Study FAQs can be found at www.wichita.edu/marketstudy

Employees can receive assistance with completing the Job Analysis Questionnaire (JAQ).