



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **SASR** Division! Go to our job board to apply: [job board](#)

The Workday Manager job at a glance

General Summary

Under general supervision, the Workday Manager serves as the enterprise system owner and provides strategic oversight, configuration governance, and architectural direction for the organization's Workday Human Capital Management (HCM), Workday Financial Management (FDM) and any other functional domains across Workday platform. The role leads the Workday Specialists for Finance and P&C and oversees system administration, optimization, strategy, maintenance, governance, and architecture to ensure stable operations, data integrity, security and effective business processes across both domains.

The Workday Manager supports core HCM and FDM modules, including organizational structures, business process frameworks, security roles, reporting, and integrations. The Workday Manager works closely with P&C, Finance, IT, and business stakeholders, including Workday and AMS providers. This role oversees system enhancements, testing strategy, complex troubleshooting, ongoing optimization of Workday functionality and user experience.

Core Benefits!

- **Hybrid/Remote** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team structure, this position will perform the following responsibilities:

System Oversight (20%)

- Oversee implementation and ongoing administration of assigned Workday HCM modules (*e.g., Core HCM, Talent, Compensation, Benefits, Time Tracking, Absence, Recruiting*) and FDM modules (*e.g., General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Expenses, Procurement, Projects/Grants, and Financial Reporting.*)
- Serve as a Workday architectural expert, advising on system design, configuration strategy, and cross-module impacts.

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- Lead bi-annual Workday release cycle, including feature analysis, regression testing, impact assessment and deployment planning.
- Ensure all Workday workstreams are integrated effectively to fully optimize the system, impacts of changes are minimized and enhancements are capitalized on.
- Administer Workday, including security groups, role assignment.
- Ensure proper segregation of duties and role-based access control (RBAC) principles.
- Develop and maintain documentation for system configuration and business processes.
- Act as Principal Contact with AMS provider.

Staff Management (20%)

- Lead the Workday Support Team: Directly plan, organize, lead, coordinate, delegate, review, and appraise the work of assigned staff. Responsibilities include conducting performance appraisals, ensuring adequate staff coverage, and leading staff development initiatives both individually and in group settings.
- Oversee the day-to-day operations of Workday Specialists for Finance and P&C.
- Ensure team deliverables are achieved within expected timeframes.
- Confirm Workday Specialists regularly monitor system health, performance metrics, and error logs to proactively identify and resolve issues.
- Ensure Workday Specialists provide functional recommendations that optimize system performance, limit disruption, and support the functional business operation.
- Provide advanced troubleshooting for Workday Specialists and CCRC as the Workday expert.
- Provide mentorship and oversight to junior Workday analysts, consultants or admins.

Configuration & Business Process Improvement (20%)

- Optimize, configure, and maintain Workday HCM and Financials functionality, including, but not limited to: calculated fields, custom validations, conditional logical and integrations.
- Configure and maintain organizational structures such as supervisory organizations, cost centers, locations, and job profiles. Delegate configuration to staff as appropriate.
- Align system capabilities with evolving business needs and ensuring optimized, compliant end-to-end processes across all functional areas.
- Develop and maintain the enterprise Workday roadmap in collaboration with executive leadership and the Director of IT, ensuring alignment with strategic priorities and system scalability.
- Plan and support change management, testing strategies, and training efforts for Workday initiatives.

Integration, Reporting & Data Management (20%)

- Perform regular system audits and data validations to ensure accuracy and compliance.
- Support and maintain integrations and file feeds between Workday and third-party systems including, but not limited to: payroll vendors, benefits carriers, time clocks, background check providers, billing providers, banking website, and applicant tracking systems.
- Configure and maintain Enterprise Interface Builder (EIB) templates for data imports and mass updates.
- Monitor integration error logs and troubleshoot data transmission issues.

Project Leadership and Stakeholder Communication (20%)

- Serve as a subject matter expert (SME) for Workday platform across all functional areas and modules.
- Lead workshops and design sessions with stakeholders.
- Communicate clearly and regularly with project teams, end users, and leadership regarding timelines, deliverables, risks, and progress.
- Lead Workday team including Specialists, consultants and external vendors.
- Oversees success of full project lifecycle for Workday related initiatives (i.e. new modules, enhancements, upgrades).
- Define project scope, timelines, resource plans, risk mitigation strategies and deliverables.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

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- Maintains awareness of emerging technology being released and available in Workday and current trends in technology systems with a focus on supporting product changes and services development, delivery, and support, and applying new technologies.
- Participates in departmental, agency and professional meetings and workgroups, as assigned.
- Perform other duties and responsibilities, as assigned.

Job Specifications

Minimum Required

- **Education:**
 - Bachelor's degree in Accounting, Finance, Business Administration, Information Systems, or related field from an accredited college.
- **Experience:**
 - Minimum of 6 years of progressive enterprise-level Workday experience, including platform administration, governance, and cross-functional oversight.
 - Minimum 3 years in supervisor or lead role experience leading a team or project.
 - Demonstrated advanced expertise in Workday Financials, with strong understanding of integration points across the broader Workday ecosystem.
 - Proficiency in data modeling and data architecture concepts, including entity relationships, transformation logic, and ETL processes, with the ability to design and validate complex data structures within Workday and across integrated systems.
 - Experience leading complex work day implementations, enhancements or system wide initiatives.
 - Experience working in a consulting environment and/or internal Workday support team.
- **Technical Requirements:**
 - Demonstrated expertise in overseeing Workday configuration, security frameworks, integrations and business process governance across functional areas.
 - Understanding of Workday HR & Financials architecture, reporting capabilities and integrations.
 - Experience guiding report strategy, Dashboards and analytics frameworks.
 - Oversight of integrations, including EIB and system interface governance.
 - Working knowledge of data structures and system architecture.
 - Ability to evaluate and align business and technical requirements at an enterprise level.
 - Experience working with 3rd party providers such as AMS providers and Workday to resolve issues, understand enhancements and maximize the ERP software to it's fullest.
- **Required Certifications:**
 - Workday Financials Core Certification
 - Additional module certifications (e.g., Procurement, Expenses, Grants)
- **Behavioral:**
 - Demonstrates effective communication skills and consistently maintains a high-level of detail-orientation and accuracy.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** Some travel/business related driving required for all staff, large divisional events, and specified meetings. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.

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- **Work Schedule:** Hybrid schedule. This position is full-time, typically M-F, ability to at times work a non-traditional work schedule including early mornings, late evenings, and weekends
- **Work Environment:** Standard office environment with moderate level of background noise.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting. Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
 - **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5.)

Preferred

All minimum requirements above met, plus:

- **Experience:**
 - Workday Studio, REST/SOAP APIs, PECL/PICOF (payroll integration), or RaaS (Reports as a Service)
 - Workday Prism Analytics

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

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If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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