



## 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 **People & Culture** Division! Go to our job board to apply:

[job board](#)

## The Recruiter job at a glance

### General Summary

**General Summary:** Under general supervision, the Recruiter is responsible for full-cycle recruitment at CCRC. The Recruiter prepares for staffing needs and attracts, evaluates, and refers candidates for open positions through CCRC's job board recruiting website, employee referrals, on-site recruiting, search firms and other sourcing methods. The Recruiter develops job descriptions, job advertisements, actively sources candidates, and screens resumes/applications. The Recruiter contacts candidates to ascertain alignment with the role and CCRC. The Recruiter supports scheduling interviews and ensures recruitment documentation is complete and compliant. The Recruiter supports extending offers, negotiating compensation, and onboarding new hires.

The Recruiter ensures assigned positions are filled efficiently and effectively, and compliant with state, federal, and local employment laws; and CCRC's policies and procedures. The Recruiter collaborates with Divisional Leadership and stakeholders to understand staffing patterns and initiatives to develop effective recruitment strategies and ensure staffing needs are met. The Recruiter constantly maintains a system of confidentiality regarding data, records, and information.

The Recruiter is full-time, hybrid position, and may require non-traditional hours such as evenings or weekends to facilitate the following in-person activities: onboard new hires in person, develop and deepen relationships with hiring managers and outreach sources in person, and attend job fairs and recruitment events.

### Core Benefits!

- **Hybrid** 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 1<sup>st</sup> 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:

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## Essential Duties And Responsibilities

Within a team structure, the Recruiter performs the following responsibilities:

### **Recruitment (65%)**

- Responsible for full-cycle Recruitment: Preparation, Sourcing, Screening, Selection, Hiring, and On-boarding.
- Act as the Subject Matter Expert of the Recruitment Process to advise, guide, and ensure compliance for each step.
- Demonstrate consideration of the Candidate Experience; guide a positive Candidate Experience whenever possible.
- Ensure candidate dispositions at each step are in accordance with CCRC's recruitment policy and procedure, making certain to have and retain proper documentation for compliance reporting purposes.

### **Preparing:**

- Review Requisition requests to ensure information is accurate and contains the most recent job description.
- Meet with the Hiring Manager to review the recruitment process and set expectations for the recruitment process, understand the ideal candidate profile, and provide training on the ATS.
- Initiate and update job descriptions as necessary for new roles or to better align the job description to ensure when the position is recruited CCRC candidates receive an accurate depiction of the job and its requirements.
- Post and manage position requisitions through the applicant tracking system (ATS).
- Utilize the internal employee job posting and transfer process.

### **Sourcing:**

- Identify, negotiate, manage, and select the best advertising strategy for each position to attract and source qualified candidates for open positions.
- Source and attract applicants through approved job boards, professional organizations, social media, and career fairs.
- Ensure outreach compliance with CCRC's organizational requirements. Partner with professional organizations, EDD, etc. to attract and recruit qualified applicants. Travel to outreach organizations to conduct activities.
- Merge candidate profiles to ensure candidates are represented holistically.
- Act as a representative of the Agency for and travel to recruitment events as needed.

### **Screening:**

- Identify qualified applicants through application and resume review and/or prescreening and provide hiring managers with feedback on the applicants best suited for the position and CCRC.
- Develop pre-screening questions as necessary and prescreen candidates as requested by Hiring Managers

### **Selection:**

- Ensure Interview Panels, questions, and documentation are complete and comply with the Recruitment Policy
- Ensure the final selected candidate is supported and justified by the documentation
- May participate in interview panels

### **Hiring:**

- Ensure the Business Process for a New Hire is completed properly with appropriate documentation attached, complete, and accurate such as: resume, salary justification, interviewing notes, and interviewing scoring sheets
- Ensure Requisition is complete, and all documentation is complete, accurate, and compliant with state, federal, and local employment laws
- Consult with the hiring manager regarding the pay rate when a final candidate has been chosen. Reviews the completed justification form, ensuring it is accurate and supportive of the proposed pay rate.
- Collaborate with the Hiring Manager on verbal offer; may extend verbal offer if needed.

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- Create and provide written offer letter using the current template with the accompanying Notice to Employee letter following the approval process; update offer letter as directed by leadership.
- Provide the HR Recruiting Assistant with the necessary information to begin the pre-employment background checks.
- Ensure all references and pre-employment requirements are completed consistently. Notifies Supervisor when discrepancies or issues arise during the pre-employment process; consults with P&C Leadership if necessary.
- Respond to applicant, employee, and management inquiries and issues regarding the recruitment and selection process, including a fair resolution of grievances. Escalate as appropriate and as needed.
- Provide back-up to the HR Recruiting Assistant to conduct the pre-employment new hire process as needed.

#### Onboarding Preparation:

- Coordinate with Recruiting Assistant to verify correct onboarding business process and onboarding electronic paperwork was sent Hiring Manager with ample time before the New Hire's confirmed start date.
- Ensures Day 1 communications from Recruitment to the New Hire and Hiring Manager have been sent
- Provide guidance on Day 1 to New Hire and Hiring Manager

#### Day 1 Onboarding:

- Lead the Day 1 "People & Culture" onboarding experience for all new hires, serving as their primary point of contact.
- Facilitate the timely completion of the Form I-9; complete Section 2 of the I-9 or transfer the task to the supervisor to ensure compliance within three days.
- Coordinate with IT and Facilities to ensure all necessary computer equipment, security access, and badges are ready for the new hire on their first day.
- Conduct a comprehensive new hire orientation, including a tour of the headquarters, an overview of office layouts and emergency plans, and introductions to key team members.
- Guide new hires through initial systems setup in Workday, including the entry of government IDs, contact information, direct deposit, and tax elections.
- Provide a thorough overview of the company Intranet and show new hires how to access the Learning Management System (LMS) to begin mandatory training.
- Provide the new hire with their job description for review and initiate the formal signature process.
- Conduct a "warm handoff" meeting via Zoom between the Recruiter, New Hire, and Supervisor to ensure a smooth transition from onboarding to their new team.
- Perform other onboarding-related duties as assigned to support a compliance, timely, and positive new hire experience.

#### **Staffing Partnership: (20%)**

- Hold ongoing meetings with Divisional Leadership and P&C support team to understand future staffing needs
- Proactively develop plans for Recruitment Strategy to meet the staffing needs of the division
- Develop relationships with the Divisional Hiring Team to have a deep understanding of their roles to ensure only present the best candidates for their roles.
- During active recruitment, frequently meet with Hiring Managers to provide updates on the recruitment process and keep the process moving. Escalate situations of unresponsive Hiring Managers as appropriate.
- Actively participate in all relevant meetings and facilitate meetings led with hiring teams to define roles, strategy, and ensure alignment.
- Post-Recruitment, follow-up with Hiring Managers regarding feedback and lessons learned to incorporate in future recruitment efforts

#### **Collaboration and Customer Service: (10%)**

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- Work collaboratively as a member of the Recruitment, Operations, and broader People and Culture teams, including while actively participating in team meetings (virtual & in person), proactively reaching out to colleagues, and scheduling follow up.
- Provide a high level of customer service and partnership to hiring managers, staff, and teammates, and ensure customer service provided is aligned with People and Culture.
- Maintain clear, timely, and professional communication through all electronic platforms, including email, Microsoft Teams, and Zoom, ensuring active participation and responsiveness to drive collaboration.

#### **Special Projects: (5%)**

- Work on special projects for the Human Resource department as assigned. This can include researching and developing project plans, coordinating projects, communicating changes and progress. Completes assigned projects timely and within the established budget. Projects may be done by individuals or by teams.

### **Non-Essential Duties And Responsibilities**

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

- Participate in departmental, agency and professional meetings and workgroups, as appropriate.
- Completes other duties as assigned.

### **Job Specifications**

#### **Minimum Required**

- **Education: BA/BS in HR, Business Administration, or related field from four – year College or university or equivalent combination of education and experience.**
- **Experience: 3 years of related experience, such as high-volume recruitment, outreach, engagement, or other experience centered around attracting participants and delivering them through a selection process.**
- **Technical Requirements:**
  - Must have advanced knowledge of general office procedures and the ability to demonstrate excellent organizational and computer skills specifically in Microsoft Word, Excel, PowerPoint, and Outlook e-mail.
  - 1- year hands-on experience of an electronic participant/ applicant tracking system
- **Behavioral:**
  - Demonstrated skillset in completing projects under tight deadlines, even when there are competing requirements and changes in assignments.
  - Makes effective decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
  - Demonstrates effective time management, prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
  - Maintain confidentiality in accordance with Agency policy and legal requirements.
  - Be honest, reliable and dependable.
  - Respect and maintain the rights and privacy of all staff.
  - Attend appropriate trainings, meetings, and seek out developmental opportunities.
  - 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.

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- 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:** This position requires 5% of travel. Travel may involve attending job fairs, recruiting events, meeting with community organizations to develop a talent pipeline, trainings, CCRC sponsored events, and conferences. Staff members 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 DMV clearance required.
- **Work Schedule:** Full time, typically M-F; may require non-traditional hours for job fairs, events, etc.
- **Work Environment:** Working in an office work environment; ambient temperature and noises, indoors
- **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:** 2 years of high-volume corporate recruitment experience for professional and/ or non-profit roles.
- **Technical Requirements:** 1-year Workday ATS experience

## 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
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b> 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"/>
<b>Crawling:</b> Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> 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"/>
<b>Feeling:</b> 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing:</b> 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"/>
<b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Light):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting up to 30lb</b> 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"/>
<b>Lifting (Med):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 30lb – 50lb</b> 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"/>
<b>Lifting (Heavy):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 50lb+</b> 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"/>
<b>Pulling:</b> 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"/>
<b>Pushing:</b> 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"/>
<b>Reaching:</b> 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"/>
<b>Repetitive motions:</b> 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"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> 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"/>
<b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Talking:</b> 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viewing:</b> 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"/>
<b>Walking:</b> Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notices

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**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**

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](mailto:Recruiting@ccrcca.org).

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