



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 900+ people strong and growing!

You could play a key role supporting the **People and Culture** Division! Go to our job board to apply:

[job board](#)

The Sr. Compensation Specialist job at a glance

General Summary

Under general supervision of the HR Manager / Supervisor of functional area, the Senior Compensation Specialist supports compensation project initiatives and related tasks such as job architecture, compensation policy and interpretation, annual merit increase process, market analysis and transition to total rewards programs. The Senior Compensation Specialist is a hybrid position and required days in the office may fluctuate with business needs. The Senior Compensation Specialist maintains a system of confidentiality for all data, records, and information.

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!
 - We offer a diverse range of medical and dental plans, including several Blue Shield HMO options, a PPO, and choices between Dental HMO or PPO.
- **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 environment, the Senior Compensation Specialist supports administration, development, implementation, maintenance, and improvement for all compensation projects and related tasks:

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Compensation Administration 100%

- Complete compensation projects, including but not limited to job architecture and compensation policy redesign,
- Develop and implement compensation strategies and structures that align with the organization's goals and objectives.
- Conduct job evaluations and classifications to ensure internal equity and market competitiveness.
- Collaborate with HR partners and departmental leaders to gather job information and analyze job descriptions to accurately define roles within the organization.
- Participate in salary surveys and analyze compensation data to determine the organization's market position.
- Review and revise existing compensation programs to ensure they meet current and future business needs.
- Advise pay decisions, policy interpretations, and job evaluations.
- Ensure compliance with federal, state, and local compensation laws and regulations.
- Design and Administer new compensation programs to support organizational objectives.
- Work closely with HRIS and IT staff to ensure that compensation systems are effectively managed, and data maintained accurately and up to date.

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Participate in departmental, agency, and professional meetings and workgroups, as assigned.
- Complete other duties and projects as assigned.

Job Specifications

Minimum Qualifications

- **Education:** Bachelor's Degree
- **Experience:** 5 years of HR compensation experience with strong administration of policies and procedures.
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Must have intermediate knowledge of general office procedures and demonstrate excellent organizational and computer skills specifically in Microsoft Word, Excel, PowerPoint and Outlook.
 - Knowledge of federal and state laws
- **Bilingual Required:** n/a
- **Behavioral:**
 - Demonstrate effective listening, verbal, written communication skills, and ability to work with the public.
 - Demonstrated ability to multi-task and work at a fast pace; ability to be flexible and adapt to a rapidly changing work environment.
 - Demonstrated ability to maintain cooperative, diplomatic working relationships with co-workers & supervisors; work as part of a team and collaborate with colleagues & maintain a positive work ethic; complete projects under tight deadlines even when there are competing requirements and changes in assignments.
 - Displays willingness to make effective decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
 - Displays the ability to prioritize and plan work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
 - Be honest, reliable and dependable.

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- Respect and maintain the rights and privacy of all staff.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence technological security in accordance with Agency policy and legal requirements.

Travel: Minimal travel required. May use CCRC company vehicles, when available or personal vehicle and will be subject to Driver Management Policy requirements (i.e., valid California Driver's License, automobile insurance and a clean driving record required).

- **Work Schedule:** This position is full-time but may require working evenings or weekends on occasion. This position works on a hybrid schedule. Your office will be in our Headquarters location and will require you to come into the office once a week.
- **Work environment:** Mixture of working in an office work environment and working from home.
- **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)

Preferred Qualifications

Education: BA/BS in Human Resources, Business Administration, or related field from Four-year College or university preferred.

- **Professional/Technical Certifications:** PHR/SPHR or Compensation Specialist Certification or similar accreditation
- **Experience:** Experience working in compliance with I-9, employee records, AAP/ EEO, OFCCP, FLMA, CFRA, PDL, Disability, Reasonable Accommodations, ADAA, Worker's Compensation, USERRA, and/or COVID-19 regulations

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	1-2	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.	☐	☒	☐	☐	☐
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.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☒	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☐	☐	☒	☐
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.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	☒	☐	☐	☐
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☒	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☒	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	☒
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
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.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☐	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☒	☐
Walking: Moving about on feet to accomplish tasks.	☐	☐	☒	☐	☐

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

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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.

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