



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 **Human Resources** Division! Go to our job board to apply:

[job board](#)

The Benefits Supervisor job at a glance

General Summary

Reporting to the Director of Total Rewards, the Benefits Supervisor oversees and supervises of the benefits department, ensuring the effective administration of employee benefits programs, including health, dental, vision, Retirement Benefits (403(b) and 457(b) Plans), and wellness initiatives. This role supervises daily operations, overseeing a team, and ensuring compliance with regulations and organizational policies. The Benefits Supervisor collaborates closely with the Director of Total Rewards to implement benefits strategies, resolve employee inquiries, and ensure seamless delivery of services.

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 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

Benefits Health, Wellness, Retirement Plans (35%)

- Oversee Employee Welfare Plan administration and remain abreast of regulations to ensure compliance.
- Manage the CCRC's 403(b) and 457(b) Plans, maintain up-to-date plan documents and ensure plan is administered within regulatory requirements.
- Manage all benefits vendor relationships to ensure quality of service delivery in overall benefit administration.

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- Evaluate and provide recommendations on benefits policies to ensure that programs are current, competitive and in compliance with legal, federal and state requirements.
- Support the Director of Total Rewards in the review of the benefit plan contracts for maximum benefit and cost effectiveness to the Agency.
- Lead the wellness initiatives for the agency
- Manage communication and provide oversight on the annual open enrollment process. Support process enhancements and automation where possible for efficiencies and best user experience.
- Proactively identify trends in benefits and recommend best practice solutions
- Oversee the benefits reconciliation to ensure accuracy of benefits enrollment and vendor billing
- Fulfill all requirements of all relevant government rules and regulations, including the Employee Retirement Income Security Act (ERISA).
- Prepare and respond to internal and external audits as well as government (IRS, DOL) audits.

Workers Compensation and Safety Administration (20%)

- Manage the Agency Workers Compensation plan.
- Manage open claims and return to work process.
- Serve as the Safety Committee Chairperson.
- Complete any compliance requirements required per OSHA guidelines
- Manage the Agency Ergonomic Plan.

Leave of Absence and Reasonable Accommodation (20%)

- Ensure CCRC's leave of absence policies and procedures are in accordance with employment laws and Federal and State guidelines and that the leaves are administered accordingly.
- Ensure all compliance with local, state and federal regulations, including ACA, FMLA, COBRA, and CFRA.
 - Provide guidance and assess/support employee requests for reasonable accommodations or extended leaves of absence, ensuring compliance with relevant regulations (such as ADA, FMLA, etc.), and the organization's policies and procedures.
 - Work closely with medical professionals, legal advisors, and other stakeholders to gather necessary documentation and determine eligibility for accommodations or extended leave, while maintaining confidentiality and compliance with privacy laws.
 - Provide clear and timely communication about the process, expectations, and any additional information required to make a decision to key stakeholders including the employee
 - Maintain accurate records of all accommodation and leave requests, including documentation, approvals, and timelines, to ensure proper tracking and compliance with company policies and legal requirements.
 - Oversee the implementation of approved accommodations or leave arrangements, including coordinating with the appropriate departments, monitoring the employee's return to work or transition, and ensuring that ongoing support is provided as necessary.

Supervision (20%)

- Will directly plan, organize, lead, coordinate, delegate, review, and appraise the work of assigned staff, with duties including conducting performance appraisals, staff scheduling to ensure adequate coverage, and staff development conducted both individually and, in a group, setting as appropriate.

Compliance & Reporting (5%):

- Ensure compliance with all applicable federal, state, and local laws and regulations.
- Prepare and submit required reports for internal stakeholders and regulatory agencies as needed ex. 5500 Filing
- Maintain accurate and up-to-date documentation for audits, employment/recruitment compliance, and other regulatory requirements.

Non-Essential Duties And Responsibilities

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

- Assist with the development of the department budget and monitor expenditures regularly.
- Develop project plans; coordinate projects; communicate changes and progress; complete projects on time and budget.
- Participate in departmental, agency and professional meetings and workgroups, as assigned.
- Complete other duties and projects as assigned.

Job Specifications

Minimum Required

- **Education:** BA/BS in Human Resources, Business Administration, or related field from a four-year college or university
- **Experience:**
 - Minimum of 5 years of progressive benefits experience including 2 years of supervisory or management experience, required.
 - Extensive knowledge in managing Welfare Benefit Plans, 403(b), Compensation, Administration of Leaves of Absence, Workers Compensation, and HRIS systems.
 - Must be knowledgeable in all aspects of HR, federal and state laws.
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Must have advanced knowledge of general office procedures and demonstrate excellent organizational and computer skills specifically in Microsoft Word, Excel, PowerPoint and Outlook.
- **Bilingual Required:** n/a
- **Behavioral:**
 - Strong leadership, excellent organizational skills, and the ability to drive continuous improvement within the benefits function
 - Effective listening, verbal, and written communication skills, and the 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 and supervisors; work as part of a team and collaborate with colleagues and 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.
 - 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.
 - 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.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.

- **Travel:** Some travel/business related driving required; This position requires travel. 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.
- **Work Schedule:** Full time, typically M-F, hybrid (requires 3 days in office)
- **Work environment:** Working in an office work environment; ambient temperature and noises, indoors
- **Background & Health Clearance Requirements:**
 - **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)

Preferred

All minimum requirements above met, plus:

- **Experience:** Non-Profit experience, preferred. Workday experience preferred.
- **Professional/Technical Certifications:** Senior Professional Human Resource (SPHR) Certificate or Professional in Human Resource (PHR) Certificate, preferred.

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.

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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
Balancing: 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"/>
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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

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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