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 Lead Recruiter job at a glance

General Summary

General Summary:
Under general supervision, the Lead Recruiter serves as a senior-level, non-supervisory member of the Recruiting team, positioned between the Recruiter and Recruiting Supervisor. Lead Recruiter performs full-cycle recruitment while providing operational guidance, recruitment compliance oversight, reporting, and workflow coordination. Key responsibilities include conducting recruitment file audits, independently approving Recruiter checklists for candidate clearance and confirmation, serving as first point of escalation for routine recruitment matters, and supporting job description management, non-competitive personnel changes, and process improvement.

The Lead Recruiter provides day-to-day procedural guidance to Recruiters and the HR Recruiting Assistant but has no direct supervisory authority, including hiring, discipline, or performance evaluations. The Lead Recruiter maintains confidentiality of data, records, and information. The position is hybrid, requiring 3 days onsite per week, and may require non-traditional hours including weekends and evenings to attend job fairs, outreach, and other 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 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:

Full-Cycle Recruitment & Staffing Support (30%)

- Carries assigned requisition caseload and performs full-cycle recruitment, including preparation, sourcing, screening, selection, hiring, and onboarding, in accordance with CCRC recruitment policies and procedures.

- Monitors recruitment pipelines, aging requisitions, pending hiring manager feedback, and candidate activity; coordinates follow-up, and escalate delays or concerns that may impact recruitment timelines or integrity.
- Supports complex or niche positions recruitment, including sourcing strategies and hiring manager coordination.
- Partners with hiring managers and divisional leadership to understand staffing needs, provide recruitment status updates, and address routine recruitment-related questions.
- Provides backup coverage for Recruiters and the HR Recruiting Assistant, including pre-employment processing, Form I-9 support, and Day 1 onboarding coordination, as needed.
- Foster positive candidate experience and ensures dispositions are properly documented and aligned to policies.
- Participates in interview panels and consults on pay rates and salary justification documentation, as appropriate.
- Coordinates and monitors trainee programs and other internal processes, tracking progress, milestones, and anticipated transitions to support personnel changes.
- Assists recruitment events, hiring activities, interview panels, and outreach coordination.
- Partners with People & Culture teams support timely recruitment activities and effective customer service.

Recruitment Compliance & Quality Assurance (30%)

- Conducts recruitment file audits to ensure completeness, accuracy, and compliance with CCRC recruitment policies and applicable employment requirements, including reviewing requisitions, job descriptions, posting records, interview documentation, salary justifications, references, and pre-employment requirements.
- Reviews and approves Recruiter checklists to authorize candidate clearance and confirmation, serving as an alternate approver to the Recruiting Supervisor; tracks deficiencies, coordinates follow up with Recruiters and hiring managers, and verifies resolution prior to approval.
- Identifies recurring compliance deficiencies, errors, and process inconsistencies; communicates findings and recommended corrective actions to the Recruiting Supervisor; and reinforces adherence to established policies, documentation standards, and approval processes.
- Supports audit readiness by ensuring recruitment records are organized, retained, and retrievable in accordance with CCRC record retention requirements.
- undefined

Recruitment Reporting & Data Management (20%)

- Prepares and distributes recruitment reports from the applicant tracking system (ATS), including the monthly Open Requisition Staffing Report, recruitment compliance reporting, outreach and job fair activity, and other recurring or ad hoc recruitment metrics.
- Validates and maintains ATS data, recruitment trackers, and reporting tools for accuracy and completeness, correcting discrepancies or coordinating updates prior to distribution and ensure tools provide timely visibility into recruitment activity, requisition status, and staffing progress.
- Monitors recruitment metrics and activity reports, summarizes staffing trends, identifies reporting inconsistencies or operational concerns, and communicates findings and recommendations to leadership.

Job Description Management & Personnel Changes (10%)

- Prepares, updates, and maintains job descriptions using the current CCRC template and approved competency language; coordinate reviews, approvals, version control, and tracking records.
- Confirms requisitions reference the current approved job description and coordinates corrections if error.
- Processes non-competitive personnel changes, including internal transfers, reclassifications, and other changes completed without an open competitive recruitment process, in accordance with CCRC policies and procedures.
- Verifies required approvals, supporting documentation, and applicable personnel change requirements are complete prior to finalizing recruitment transactions.

Team Guidance, Workflow Coordination & Process Improvement (10%)

- Provides day-to-day procedural guidance and operational support to Recruiters and the HR Recruiting Assistant; answers recruitment process questions, addresses routine challenges, and reinforces established procedures.

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- Assists the Recruiting Supervisor with coordinating workflows, assigning or redistributing tasks, and monitoring progress; serves as operational point of contact during Recruitment Supervisor's absence, referring supervisory decisions and higher-level approvals to designated leadership.
- Serves as the first point of escalation for recruitment process concerns, candidate disposition issues, unresponsive hiring managers, and applicant or employee inquiries, resolving matters within established policies and escalating complex or sensitive issues to the Recruiting Supervisor, leadership, and/or HRBP.
- Assists with onboarding and training new Recruiting team members, providing refresher training, communicating process updates, and reinforcing consistent recruitment practices when recurring errors or process gaps are identified.
- Identifies opportunities to improve recruitment workflows, checklists, templates, tracking tools, and Standard Operating Procedures, and assists with developing and implementing approved process improvements.
- Serves as a first-level resource for troubleshooting recruitment and onboarding-related system issues, including Workday, system access, and Day 1 onboarding support, coordinating with IT and other appropriate departments through established support channels, such as Fresh service, to ensure timely resolution.
- Serves as a trainer on Recruitment Initiates as assigned.

Non-Essential Duties And Responsibilities

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

- Works on special projects for the Human Resources department as assigned.
- Participate in departmental, agency, and professional meetings and workgroups, as assigned.
- Performs other duties as assigned.

Job Specifications

Minimum Required

- Education: BA/BS in Human Resources, Business Administration, or a related field from a four-year college or university, or an equivalent combination of education and experience.
- Experience: 4 years of progressive recruitment experience (full-cycle, high-volume, or outreach-based recruiting), including experience reviewing recruitment documentation for compliance
- Professional/Technical Certifications: N/A
- Technical Requirements:
    - Advanced knowledge of general office procedures and excellent organizational and computer skills, specifically in Microsoft Word, Excel (Intermediate/Advanced for reporting), PowerPoint, and Outlook.
    - 1 year of hands-on experience with an electronic applicant/participant tracking system, including running reports.
    - Working knowledge of federal and state laws impacting recruitment and hiring.
- Bilingual Required: n/a
- Behavioral:
    - Demonstrates effective communication skills and consistently maintains a high level of detail-orientation and accuracy, including clear written communication.
    - Applies practical knowledge of CCRC's goals, policies, mission, vision, and values to daily work; develops trusting relationships with colleagues and treats all team members with respect.
    - Proactively recognizes potential issues, escalates problems when appropriate, analyzes information, and makes timely, well-informed decisions within established policy.
    - Cooperative work, effective organization skills and customer service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
    - Demonstrates 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.

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- Shows flexibility, maturity of judgment, and ability to work collegially; remains calm and professional in stressful situations.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiative.
- 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 approximately 5% travel throughout CCRC service of area of Los Angeles and San Bernardino Counties, which may include job fairs, recruiting events, community organization meetings, trainings, and CCRC-sponsored events. 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 (40 hours per week), typically Monday–Friday; hybrid, reporting to the Headquarters location in Chatsworth, CA 1–4 times per week as scheduled. Ability to work a non-traditional work schedule, including occasional evenings and weekends, for events and onboarding. This is a non-exempt position; overtime must be approved in advance in accordance with CCRC policy.
- **Work Environment:** Mixture of working in an office work environment and working from home; ambient temperature and noise levels; 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:

- Education: BA/BS in Human Resources, Business Administration, or related field.
- Experience:

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- 2 years of high-volume corporate or non-profit recruitment experience; experience conducting recruitment file audits or compliance reviews;
- 1 year of experience as a lead or senior recruiter.
- Or any combination of education and experience which would enable the candidate to successfully perform the functions of the position.

- Professional/Technical Certifications: PHR, SHRM-CP, or equivalent HR certification.
- Technical Requirements: In addition to above: 1 year of 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**
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 (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.	☐	☒	☐	☐	☐
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.	☐	☒	☐	☐	☐
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.	☐	☒	☐	☐	☐
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.	☐	☒	☐	☐	☐

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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**
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 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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