



**CERTIFICATION IN
HUMAN RESOURCES »**

PHRca®
PROFESSIONAL IN
HUMAN RESOURCES - CALIFORNIA®

PHRca

EXAM CONTENT OUTLINE

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AT-A-GLANCE

PHRca EXAM WEIGHTING BY FUNCTIONAL AREA

- » Compensation/wage and hours (22%)
- » Employment and Employee Relations (46%)
- » Benefits and Leaves of Absence (20%)
- » Health, Safety and Workers' Compensation (12%)

IF LAWS CHANGE

We realize that employment laws change constantly. Candidates are responsible for knowing the HR laws and regulations that are in effect as of the start of each exam period.

The PHRca EXAM CONTENT OUTLINE is updated periodically (approximately every five years) to ensure it is consistent with current laws and regulations in the state of California. This exam content outline was revised effective Spring 2012.

PHRca EXAM

The Professional in Human Resources - California® (PHRca®) exam is created using the PHRca Exam Content Outline, which outlines the responsibilities of and knowledge needed by today's California HR professional. The PHRca Exam Content Outline is created by California HR subject matter experts through a rigorous practice analysis study and validated by HR professionals working in the field through an extensive survey instrument. It is updated periodically to ensure it is consistent with current HR practices in the state of California.

FUNCTIONAL AREA 01: COMPENSATION/WAGE AND HOURS (22%)


Develop, implement, and administer compensation programs for all employee groups in compliance with California legal requirements.

RESPONSIBILITY

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| 01 Develop and implement policies and procedures to comply with state wage and hour laws | 03 Develop and implement policies and procedures for engaging independent contractors |
| 02 Ensure compliance with state wage and hour laws | 04 Establish and administer payroll, time-keeping, documentation, and records retention policies and procedures required under state law governing compensation |

KNOWLEDGE

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|---|--|
| 01 Definition of all wages, (for example: split shifts, reporting time pay, on call, makeup time, travel time, and commissions) | 07 Rules pertaining to independent contractors |
| 02 Wage orders—Industrial Welfare Commission (IWC) | 08 Timing of payments (for example: regular pay, overtime, direct deposit, and final pay) and fines and penalties for non-compliance |
| 03 Minimum wage requirements and exceptions (for example: prevailing wage and living wage) | 09 Rest and meal periods |
| 04 Vacation pay and paid time off (PTO) rules | 10 Work day, work week including alternative workweek schedules (AWS) |
| 05 Overtime regulations, including calculating multiple rates of pay and effects of bonus payments on overtime calculations | 11 Permitted and prohibited payroll deductions (for example: exempt employees and gratuities) |
| 06 Job classifications for exempt and non-exempt employees | 12 Business expense reimbursement |
| | 13 Garnishments and bankruptcy |

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- 14 Role and responsibilities of Department of Labor Standards Enforcement (DLSE)
 - 15 State law requirements for timekeeping
 - 16 Legal requirements for individual notices and documentation on pay stubs
 - 17 Legal requirements for postings and notices
 - 18 Documentation and records retention requirements

FUNCTIONAL AREA O2: EMPLOYMENT AND EMPLOYEE RELATIONS (46%)


Develop, facilitate, and manage workplace relationships, throughout the employment lifecycle, in compliance with California legal requirements.

RESPONSIBILITY

- 01 Develop and implement policies, practices, and procedures to comply with state laws regarding pre-employment and hiring.
- 02 Develop and implement policies, practices, and procedures to comply with state laws regarding employment and termination of employment
- 03 Ensure compliance with state laws regarding pre-employment and hiring, ongoing employment, and termination
- 04 Ensure compliance with state harassment and discrimination prevention laws
- 05 Establish and administer documentation and records retention policies and procedures required under state law governing employment and employee relations

KNOWLEDGE

- 19 Provisions of Fair Employment and Housing Act (FEHA) including the interactive process and reasonable accommodations
- 20 California labor code section 132a
- 21 Whistleblower protections
- 22 Pre-employment and hiring procedures (for example: drug testing, background checks, consumer credit reports, Investigative Consumer Reporting Agencies Act (ICRAA), California Consumers Reporting Act (CCRA), postings, and individual notices)
- 23 Requirements related to privacy and security (for example: permissible employment application procedures and protection of personal data)
- 24 Rules regarding employment of minors
- 25 Employment Development Department (EDD) requirements
- 26 Non-compete, non-disclosure, invention assignment agreements, and Uniform Trade Secrets Act
- 27 Individual employee rights (for example: Private Attorneys General Act, language translation requirements, and literacy assistance)
- 28 Required supervisory training for sexual harassment prevention
- 29 California WARN
- 30 Required new hire and termination notices
- 31 Requirements for employers with state contracts

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- 32 Regulations regarding use of medical marijuana
 - 33 Legal requirements for postings and notices
 - 34 Documentation and records retention requirements

FUNCTIONAL AREA 03: BENEFITS AND LEAVES OF ABSENCE (20%)

Develop and implement programs, policies, and procedures related to benefits and leaves of absence in compliance with California legal requirements.

RESPONSIBILITY

- 01 Develop and implement policies and procedures to comply with state laws and regulations regarding benefits
- 02 Ensure compliance with state laws and regulations regarding benefits
- 03 Develop and implement policies and procedures to comply with state laws and regulations regarding leaves of absence
- 04 Ensure compliance with state laws and regulations regarding leaves of absence, including coordination of multiple laws and regulations
- 05 Develop and implement documentation and records retention policies and procedures required under state law governing benefits and leaves of absence

KNOWLEDGE

- 35 Legal requirement for employer-sponsored benefit plans (for example: domestic partner coverage and premiums, Cal COBRA)
- 36 California State Disability Insurance (SDI)
- 37 Paid Family Leave (PFL)
- 38 Kin care requirements
- 39 Integration of SDI, PFL and Kin care requirements
- 40 Pregnancy Disability Leave (PDL)
- 41 California Family Rights Act (CFRA)
- 42 Coordination of state leave protections, including PDL and CFRA, with federal leave protections (FMLA)
- 43 Other protected time off as required by the California labor code (for example: school leave, crime victims leave, domestic violence and sexual assault victims leave, organ and bone marrow donor, and military leave)
- 44 Time off for voting
- 45 Legal requirements for postings and notices
- 46 Documentation and record retention requirements

FUNCTIONAL AREA O4: HEALTH, SAFETY AND WORKERS' COMPENSATION (12%)

Develop and implement programs, plans, and policies that provide a healthy and safe working environment, and administer workers' compensation, in compliance with California legal requirements.

RESPONSIBILITY

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|---|--|
| 01 Develop and implement policies and procedures to comply with state laws and regulations regarding health and safety administration. | 05 Ensure compliance with state laws and regulations regarding workers' compensation |
| 02 Ensure compliance with state laws and regulations regarding health and safety | 06 Establish and administer documentation and records retention policies and procedures required under state law governing health, safety, and workers' compensation |
| 03 Provide training programs required under state law governing health and safety | |
| 04 Develop and implement policies and procedures to comply with state laws and regulations regarding workers compensation, including return to work | |

KNOWLEDGE

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|--|---|
| 47 Cal/OSHA requirements | 52 Return to work requirements |
| 48 Injury and Illness Prevention Program (IIPP) requirements | 53 California Drug Free Workplace Act |
| 49 Heat illness prevention requirements | 54 Legal requirements for postings and notices |
| 50 Ergonomics reporting requirements | 55 Documentation and records retention requirements |
| 51 Workers' compensation notification and reporting requirements, claims administration, and fraud | |

**WE BELIEVE IN THE DYNAMIC
POWER OF HUMAN RESOURCES.**

**WE ARE A MISSION-DRIVEN
ORGANIZATION COMMITTED
TO THE HIGHEST STANDARDS
OF THE PROFESSION.**

**OUR VISION IS CLEAR:
A GLOBAL HR PROFESSION,
WHOSE MOST EFFECTIVE AND
INFLUENTIAL PRACTITIONERS AND
LEADERS PROUDLY MAINTAIN OUR
CREDENTIALS.**

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