THE CALIFORNIA CERTIFICATION EXAM CONTENT OUTLINE is updated periodically (approximately every five years) to ensure it is consistent with current practices in the California HR field. This exam content outline was revised effective Spring 2012.

CALIFORNIA CERTIFICATION EXAM WEIGHTING BY FUNCTIONAL AREA

» Compensation/Wage and Hour (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. New exams are produced for each year.
THE CALIFORNIA CERTIFICATION EXAM

The California certification (PHR-CA®/SPHR-CA®) exam is created using the CALIFORNIA EXAM CONTENT OUTLINE, which outlines the responsibilities of and knowledge needed by today’s California HR professional. The California 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 practices in the California HR field.

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

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

KNOWLEDGE

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

01 Provisions of Fair Employment and Housing Act (FEHA) including the interactive process and reasonable accommodations.

02 California labor code section 132a.

03 Whistleblower protections.

04 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).

05 Requirements related to privacy and security (for example: permissible employment application procedures and protection of personal data).

06 Rules regarding employment of minors.

07 Employment Development Department (EDD) requirements.

08 Non-compete, non-disclosure, invention assignment agreements, and Uniform Trade Secrets Act.

09 Individual employee rights (for example: Private Attorneys General Act, language translation requirements, and literacy assistance).

10 Required supervisory training for sexual harassment prevention.

11 California WARN.

12 Required new hire and termination notices.

13 Requirements for employers with state contracts.
14 Regulations regarding use of medical marijuana

15 Legal requirements for postings and notices

16 Documentation and records retention requirements
FUNCTIONAL AREA O3: 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

01 Legal requirement for employer-sponsored benefit plans (for example: domestic partner coverage and premiums, Cal COBRA)

02 California State Disability Insurance (SDI)

03 Paid Family Leave (PFL)

04 Kin care requirements

05 Integration of SDI, PFL and Kin care requirements

06 Pregnancy Disability Leave (PDL)

07 California Family Rights Act (CFRA)

08 Coordination of state leave protections, including PDL and CFRA, with federal leave protections (FMLA)

09 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)

10 Time off for voting

11 Legal requirements for postings and notices

12 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**

01 Develop and implement policies and procedures to comply with state laws and regulations regarding health and safety administration.

02 Ensure compliance with state laws and regulations regarding health and safety.

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.

05 Ensure compliance with state laws and regulations regarding workers’ compensation.

06 Establish and administer documentation and records retention policies and procedures required under state law governing health, safety, and workers’ compensation.

**KNOWLEDGE**

01 Cal/OSHA requirements

02 Injury and Illness Prevention Program (IIPP) requirements

03 Heat illness prevention requirements

04 Ergonomics reporting requirements

05 Workers’ compensation notification and reporting requirements, claims administration, and fraud

06 Return to work requirements

07 California Drug Free Workplace Act

08 Legal requirements for postings and notices

09 Documentation and records retention requirements
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