



CERTIFICATIONS IN
HUMAN RESOURCES

PHRca®
Professional in
Human Resources - California®

PHRca® Exam Content Outline



PHRca® Exam Content Outline At-a-Glance:

PHRca Exam Weighting by Functional Area:

Functional Area 01 | Compensation/Wage and Hour (22%)

Functional Area 02 | Employment and Employee Relations (46%)

Functional Area 03 | Benefits and Leaves of Absence (20%)

Functional Area 04 | 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 at the time of their exam. This exam content outline took effect in 2012.

The Professional in Human Resources - California® (PHRca®) exam is created using the PHRca EXAM CONTENT OUTLINE, which details the responsibilities of and knowledge needed by today's HR professional. The PHRca EXAM CONTENT OUTLINE is created by HR subject matter experts through a rigorous practice analysis study conducted by HRCI. It is updated periodically to ensure it is consistent with current practices in the HR profession.

Functional Area 01 | Compensation/Wage and Hour (22%)

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

Responsibilities:

- 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 of:

- 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 02 | **Employment and Employee Relations (46%)**

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

Responsibilities:

- 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 of:

- 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 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.

Responsibilities:

- 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 04 | **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.

Responsibilities:

- 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
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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



HRCI

1725 Duke Street, Suite 700
Alexandria, VA 22314 USA

info@hrci.org

www.hrci.org

+1.866.898.4724 (U.S. only)

+1.571.551.6700

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