



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 (21%)

Functional Area 02 | Employment Lifecycle and Employee Relations (26%)

Functional Area 03 | Leaves of Absence and Benefits (14%)

Functional Area 04 | Health, Safety and Workers' Compensation (10%)

Functional Area 05 | Compliance and Risk Management (29%)

IF LAWS CHANGE

We realize that California state employment laws change constantly. This exam content outline took effect in January 2021. **Candidates are responsible for knowing the laws and regulations in effect in January of the calendar year in which they take the exam.**

The Professional in Human Resources - California (PHRca®) exam is created using the PHRCA EXAM CONTENT OUTLINE, which details the responsibilities performed 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.

HRCI developed the HRCI Capability Model™ in 2021 to support the interplay between evidence-based knowledge, stakeholder-relevant capabilities and results-oriented outcomes. It serves as a roadmap designed to support and guide HR's diverse community of professionals as they pursue learning and assessment opportunities. For more information about the Capability Model, please visit our [website](#).

Functional Area 01 | Compensation/Wage and Hour (21%)

Developing and managing compensation programs for all employee groups through the appropriate regulatory interpretation and application.

Responsibilities:

- 01 Identify the proper Wage Order(s) for the organization, industry and/or profession and implement the requirements
- 02 Develop and enforce policies for the proper classification of workers (for example, independent contractors vs. employees, exempt vs. non-exempt, exemptions, minimum salary requirements)
- 03 Establish and maintain policies that ensure accurate pay, timing and documentation of earnings (for example, minimum wage, overtime, payroll deductions, final pay, bonuses, wage statements, pay frequency, expense reimbursements)
- 04 Develop and implement appropriate timekeeping policies and procedures (for example, split shifts, time between shifts, meal periods and rest breaks, consecutive workdays, calculating wage premiums, piece-rate pay, reporting pay, makeup time, travel time)
- 05 Develop and manage a compliant work schedule (for example, workday, work week and alternative work week schedule)



Functional Area 02 | **Employment Lifecycle and Employee Relations (26%)**

Managing the employer/employee relationship from recruitment through separation, fostering a positive working environment that facilitates employee retention.

Responsibilities:

- 01 Develop and implement compliant recruiting and pre-employment policies and practices (for example, drug testing, background checks, credit checks, marijuana laws, ban-the-box, wage history, interviewing and selecting, employment-at-will, employment of minors)
- 02 Develop and manage a legally compliant employee onboarding experience (for example, notices, required trainings, new hire reporting)
- 03 Develop enforceable employment policies and agreements (for example, non-compete clauses, non-disclosure, arbitration, severance, whistleblower)
- 04 Implement and facilitate harassment prevention policy and training (for example, content, trainer qualifications)
- 05 Conduct thorough and fair employment investigations and recommend outcomes (for example, discrimination, harassment and retaliation, Fair Employment and Housing Act (FEHA) protected characteristics, bullying)
- 06 Identify and execute Cal-WARN requirements (for example, notices, preventing discrimination, exemptions, reductions in force, organizational closures)
- 07 Consult and manage risks associated with termination of employment (for example, during leave, severance, wrongful termination)



Functional Area 03 | Leaves of Absence and Benefits (14%)

Coordinating benefits, designating leaves, and managing the interaction between applicable regulations.

Responsibilities:

- 01 Develop and maintain compliant leave and benefit policies (for example, leave entitlements, domestic partner coverage, vacation, paid time off (PTO), Health Insurance Premium Payment (HIP))
- 02 Advise stakeholders and designate employee leave eligibility (for example, California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), paid sick leave, school activities leave, Kin Care)
- 03 Manage leave entitlement and interactions (for example, tracking of leave documentation/time, integration of wage replacements)



Functional Area 04 | **Health, Safety and Workers' Compensation (10%)**

Integrating health, safety and workers' compensation regulations applicable to the organization.

Responsibilities:

- 01 Manage and enforce workers' compensation programs (for example, claims administration and fraud, Medical Provider Networks, personal physician designation)
- 02 Develop policies to address health and safety requirements (for example, notifying agencies, Injury and Illness Prevention Program (IIPP), heat illness, drug/alcohol use, ergonomics)
- 03 Develop and implement Cal/OSHA mandated training programs
- 04 Respond to agency claims, appeals, and hearing processes (for example, Workers' Compensation Appeals Board, Cal/OSHA)



Functional Area 05 | Compliance and Risk Management (29%)

Mitigating organizational risk by identifying and addressing compliance obligations, educating stakeholders on non-compliance, and responding appropriately when claims are filed.

Responsibilities:

- 01 Determine compliance obligations based on employer size and industry (for example, mandatory leaves, job protected leaves, Cal-COBRA, disability accommodation, multiple language communications)
- 02 Develop and implement legally compliant privacy and security protocol (for example, social media, monitoring, protection of personal data, trade secrets)
- 03 Analyze the potential risks and penalties of compliance failures and recommend appropriate actions (for example, Private Attorneys General Act (PAGA) claims, class action lawsuits)
- 04 Monitor, display and distribute required posters and notices (for example, change of relationship, wage and hour, safety)
- 05 Ensure compliance with record maintenance and retention requirements (for example, personnel file access and record retention time periods)
- 06 Ensure compliance with fair employment practices (for example, non-discrimination, equal pay, gender-neutral practices, literacy, strike days)
- 07 Ensure reasonable accommodation in employment (for example, engage in interactive process, lactation requirements, religious practices)
- 08 Investigate and respond to inquiries from regulatory agencies (for example, Division of Labor Standards Enforcement (DLSE), Employment Development Department (EDD), Department of Fair Employment and Housing (DFEH))

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