

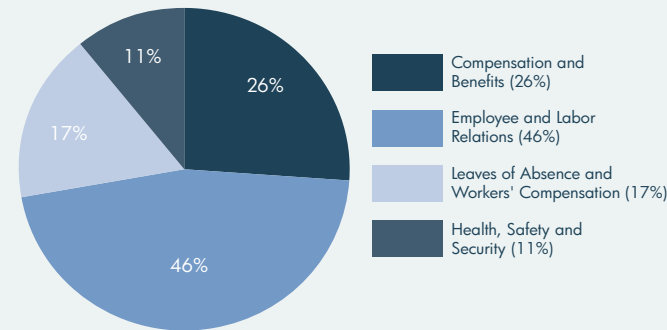
PHR-CA[®] /SPHR-CA[®] BODY OF KNOWLEDGE

The California certification (PHR-CA[®]/SPHR-CA[®]) exam is created using the California Body of Knowledge, which outlines the responsibilities of and knowledge needed by today's California HR professional. The California Body of Knowledge is created by global 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.



CALIFORNIA HR CERTIFICATION (PHR-CA®/SPHR-CA®)

EST. 2007



The California HR certification exam focuses on unique laws and regulations of the state of California.

Functional Area 01: Compensation and Benefits (26%)

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

Responsibilities:

01 Develop, implement, and administer policies and procedures to comply with state wage and hour laws.

02 Ensure compliance with state wage and hour laws by auditing, monitoring, inspecting, and evaluating records, postings, and processes.

03 Develop, implement, and administer policies and procedures to comply with state laws and regulations regarding benefit administration.

04 Ensure compliance with state laws and regulations regarding benefit administration by auditing, monitoring, inspecting, and evaluating records, postings, and processes.

05 Establish and administer time-keeping, documentation, and records retention policies and procedures required under state law governing compensation and benefits.

Knowledge of:

01 Definition of wages, including specialty payments (such as split shifts, on call, makeup time, travel time)

02 Wage orders—Industrial Welfare Commission (IWC)

03 Minimum wage requirements, including living wage

04 Overtime regulations (for example, job classifications [exempt versus nonexempt], calculating multiple rates of pay)

05 Timing of payments, including fines and penalties

06 Rest and meal periods

07 Alternative workweek schedule (AWS)

08 Permitted and prohibited payroll deductions

09 Garnishments and bankruptcy

10 Role of Department of Labor Standards Enforcement (DLSE)

11 Domestic partner legislation for employer benefit plans (for example, domestic partner coverage, individual rights)

12 Cal COBRA

13 COBRA extension for 59.5 years of age and older

14 Legal requirements for postings and notices

15 Labor code requirements for timekeeping

16 Documentation and records retention requirements

Functional Area 02: Employee and Labor Relations (46%)

Develop, implement, and administer the workplace relationship between employer and employee, including discrimination and harassment protection, in compliance with California legal requirements.

Responsibilities:

01 Develop, implement, and administer policies, practices, and procedures to comply with state laws regarding recruiting, selecting, and terminating employees.

02 Ensure compliance with state employment-related laws by auditing, monitoring, inspecting, and evaluating behavior, records, postings, and processes.

03 Develop, implement, and administer policies and procedures to prevent and/or respond to harassment and discrimination.

04 Ensure compliance with state harassment and discrimination prevention laws by auditing, monitoring, and evaluating workplace activities, processes, practices, behaviors, postings, and environment.

05 Deliver training programs required under state law governing employee and labor relations.

06 Establish and administer documentation and records retention policies and procedures required under state law governing employee and labor relations.

Knowledge of:

01 Provisions of Fair Employment and Housing Act (FEHA) (for example, protected categories, discrimination, disability, pre-employment inquiries, mandatory arbitration)

02 Hiring procedures, for example: permissible application procedures, background checks, Investigative Consumer Reporting Agencies Act (ICRAA), California Consumers Reporting Act (CCRA), postings and notices

03 Rules regarding employment of minors

04 Employment Development Department (EDD) requirements, for example: new employee and contractor reporting, unemployment claims and processes

05 Non-compete, non-disclosure and invention assignment agreements

06 Privacy laws

07 Individual employment rights issues and practices (for example, employment at will, lactation accommodations, language translation requirements, literacy assistance, political activity protection, Private Attorneys General Act)

08 Legal requirements for postings and notices

09 Required supervisory training for sexual harassment prevention

10 Disciplinary actions for exempt and non-exempt employees

11 Retaliation protection laws (for example, whistleblower, workers compensation, and workplace harassment)

12 California WARN (for example, relocations, terminations, and mass layoffs)

13 Termination notices (for example, California's For Your Benefit Brochure [DE 2320], Health Insurance Premium Payment [HIPP] notice, change of status notice)

14 Requirements for state contractors (for example, drug-free workplace, anti-discrimination requirements, sweatshop)

15 Documentation and records retention requirements

Functional Area 03: Leaves of Absence and Workers' Compensation (17%)

Develop, implement and administer programs, policies, and procedures related to workers compensation and to leaves of absence that protect an employee's right to time off in compliance with California legal requirements.

Responsibilities:

01 Develop, implement, and administer policies and procedures to comply with state laws and regulations regarding leaves of absence.

02 Ensure compliance with state laws and regulations regarding leaves of absence by auditing, monitoring, and evaluating records, postings, and processes.

03 Develop, implement, and administer policies and procedures to comply with state laws and regulations regarding workers compensation, including return to work.

04 Ensure compliance with state laws and regulations regarding workers compensation by auditing, monitoring, inspecting, and evaluating records, postings, and processes.

05 Ensure compliance with integration and calculation of multiple leave laws.

06 Establish and administer documentation and records retention policies and procedures required under state law governing leaves of absence and workers compensation.

Knowledge of:

01 California State Disability Insurance (SDI) and Paid Family Leave (PFL)

02 Pregnancy disability leaves (for example, provisions and integration of FMLA, PFL, and CFRA)

- 03 California Family Rights Act (CFRA) (for example, provisions and integration with leave laws other than pregnancy)
- 04 Integration of leave laws (for example, discretionary and mandated)
- 05 School leave (for example, Family-School Partnership Act and school suspensions and expulsions)
- 06 Domestic violence and sexual assault victims leave
- 07 Crime victims leave
- 08 Time off to vote requirement
- 09 Sick leave
- 10 Kin care requirements
- 11 Vested time off requirements (for example, vacation, paid time off)
- 12 Workers compensation leave and continuation of benefits (for example, return to work and apportionment of workers compensation)
- 13 Medical provider network (MPN) for workers compensation
- 14 Legal requirements for postings and notices
- 15 Documentation and record retention requirements

- 02 Injury and Illness Prevention Program (IIPP) requirements (for example, workplace violence, emergency evacuation plan, inspection, accident investigations)
- 03 Proposition 65 requirements
- 04 Ergonomics reporting requirements
- 05 Heat illness prevention requirements
- 06 Laws related to security (for example, Protection of Personal Data Law and Uniform Trade Secrets Act)
- 07 Legal requirements for postings and notices
- 08 Documentation and records retention requirements

Functional Area 04: Health, Safety and Security (11%)

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

Responsibilities:

- 01 Develop, implement, and administer policies and procedures to comply with state laws and regulations regarding health, safety, and security administration.
- 02 Ensure compliance with state laws and regulations regarding health, safety, and security by auditing, monitoring, inspecting, and evaluating records, postings, and processes.
- 03 Deliver training programs required under state law governing health, safety, and security.
- 04 Establish and administer documentation and records retention policies and procedures required under state law governing health, safety, and security.

Knowledge of:

- 01 Cal/OSHA requirements (for example training, documentation, inspection)

The PHR-CA/SPHR-CA Body of Knowledge is updated periodically (approximately every five years) to ensure it is consistent with current practices in the HR field. All questions appearing on the exams beginning with the Spring 2012 exam period are linked to the responsibility and knowledge statements preceding above.

EXAM APPLICATION DEADLINES

	SPRING 2012	WINTER 2012
APPLICATION PERIOD STARTS	Jan. 9, 2012	July 9, 2012
APPLICATION DUE	Mar. 9, 2012	Oct. 5, 2012
LATE APPLICATION DUE*	April 13, 2012	Nov. 9, 2012

**Late fees will be incurred after the regular deadline.*

EXAM DATES

2012	PHR/SPHR	GPHR/CA
SPRING	May 1–June 30, 2012	May 1–31, 2012
WINTER	Dec. 1, 2012–Jan. 31, 2013	Dec. 1–31, 2012

For more in-depth information on the exam dates, please visit www.hrci.org

The HR Certification Institute, established in 1976, is an internationally recognized certifying organization for the human resource profession. Today, more than 115,000 HR professionals worldwide proudly maintain the HR Certification Institute's credentials as a mark of high professional distinction.

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