



Shared at the January 7, 2026, HR Manager's Meeting

Quick overview of changes to PD forms as related to COOP language.

As identified in [Governor's Directive 25-19](#), Washington state government must be able to perform its essential functions during a crisis or emergency that impacts continuity of services (a "continuity disruption"). Essential functions are actions and activities that are required by law, have a life safety or public safety impact, or maintain the economic stability of the state. To ensure our Washington state government is prepared to respond to continuity disruptions, and consistent with the elements of a robust continuity capability, agencies must review and, if necessary, update their Continuity of Operations Plans to ensure the specific elements are included. Two of these elements include the following:

- **Mission-Essential Functions.** Mission-essential functions must be current and must include all agency mission-essential services, functions, and/or supporting activities that must be continued throughout, or resumed rapidly after, a continuity disruption.
- **Personnel.** Agencies' human resources departments must have a plan and must be prepared to support an employee response activation for personnel needed to perform the agency's essential functions during a continuity disruption.

To maintain language alignment with this Directive, State HR, in collaboration with the Washington Military Emergency Management Division, we are updating the WMS, EMS, WGS and ITPS position description forms. In addition, we will update the supervisor's version of the ITPS Position Review Request form. While the changes are minor, we wanted to share the changes with you here. The following is a screenshot of the changes. While this is the WGS PD, it will be the same on the other PD forms.

Washington General Services (WGS) Position Description

Continuity of Operations Plans (~~COOP~~) Designation – For ~~Disaster~~ or Emergency or Disaster Recovery

For more information see: [COOP Continuity](#) and Critical Positions.

Is this position critical based on agency [COOP Continuity Plans](#)? ☐ Yes ☐ No

If yes, describe how the position supports the agency's [COOP Mission Essential Critical Functions](#):

We anticipate these changes being reflective on the PD forms by January 31st. Once complete, we will send out email notifications on the respective HR distribution lists. We are not requiring employers to update position descriptions once the revisions are completed. Instead, we are asking you to use the revised PD form for any establishments, reallocations (employee and employer initiated). In addition, we ask that you move to the new form when you supervisors/managers are completing performance reviews/evaluations. This will help all of us to be in compliance with the Governor's directive, while not creating a large abundance of work to your already full plate.

Shared by:

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