

OMB VACANT FTE REPORT DETAIL

As of Dec. 1, 2024

Position #	Position Description	Funding Source	Months Vacant	Reason for Vacancy	Future Plans for Position	Current Status
157	Printing Equipment Operator	Special Funds	31	The State Supply Specialist took on extra responsibilities to help with print operations after a Printing Equipment Operator retired. This was left vacant to reduce expenditures.	Repurpose as Communications Specialist to assist other state agencies - Request for funding is in Armstrong budget.	Repurpose
180	Assistant State Printing Manager	Special Funds	17	The Assistant State Printing Manager was promoted to manager after a retirement. She took on extra responsibilities and left this position vacant to reduce expenditures.	Repurpose as State Procurement Officer - Request for funding is in Armstrong budget.	Repurpose
159	Print & Mail Specialist	Special Funds	10	This position was left vacant for 10 months to reduce expenditures.	This position was filled in January 2025.	Filled
120	Custodian	Special Funds	17	Funding for this positions has been used to employ two part-time temporary custodians since July 2023.	It has been difficult to fill this as a part-time position, plan to fill on a full-time basis.	Preparing to Post
145	Maintenance Worker	Special Funds	0	Both of these positions are filled as 0.5 of an FTE, which is equal to 1 FTE. Both positions are currently funded as 0.5 FTE.	These positions could be filled on a full-time basis depending on future demands, and OMB would have to request additional funding to cover their full-time salary and benefits.	Filled as 0.5 FTE
138	Tour Guide	Special Funds	0			Filled as 0.5 FTE
148	Graphic Artist	Special Funds	6	A Print Specialist took on extra responsibilities to include graphic art after the Graphic Artist left the agency. This was left vacant to reduce expenditures and keep operating costs as low as possible.	Keep position in State Print & Mail to allow for flexibility in workload and ability to upscale production at any time with a full-time FTE to serve and onboard new agencies.	Evaluating
171	State Surplus Property Specialist	Special Funds	10	All three remaining State Surplus Property staff took on extra responsibilities after a State Surplus Property Specialist left the agency. This was left vacant to reduce expenditures.	Keep position in State Surplus Property to allow for flexibility in workload and ability to upscale production at any time with a full-time FTE.	Evaluating