



**Managers/Supervisors: Please share this email with DFA campus temporary and contract employees. For those who do not have regular access to emails/laptops/PCs, please print and share this email accordingly.*

Dear DFA employees,

I am writing to share an important and difficult update regarding staffing changes within DFA.

As we have communicated in recent months, DFA continues to face significant financial challenges which have required ongoing and careful evaluation of our operations, budget, and staffing levels.

While we have taken numerous steps to minimize impacts—including delaying recruitments, reducing discretionary spending, and reducing roles through attrition—we have now reached a point where additional action is necessary. Over the past year, we have eliminated more than 20 vacant positions and will continue to assess the need to fill vacancies as they arise. Despite these efforts, we made the very difficult decision to eliminate seven filled positions effective June 30, 2025. These decisions were not taken lightly and were made with care and deliberation.

Impacted employees have already been informed, and we are working closely with them to provide support during this transition. The affected departments include:

- **Facilities Management:**

- The service desk team will be reduced from four to two positions.
- The key control specialist role in the Lockshop is being eliminated due to changes in administrative processes.
- One custodial supervisor position will be eliminated, with reporting staff reassigned accordingly.

- **Accounting & Fiscal Services:**

- The office manager's position is being eliminated as part of a consolidation of administrative functions.

- **Procurement Services and Environmental Health & Safety:**

- As part of broader streamlining efforts two administrative support roles are being eliminated from the departments, and one role will be shared 50/50 between the two departments.

While these changes are limited to specific units, DFA leadership will continue evaluating additional cost-saving actions that may be necessary to balance the DFA budget. The scale and nature of these actions will depend on the final budget decisions for FY 2025–26. We will continue to share updates as more information becomes available.

I recognize this is a challenging period for our community, and I want to thank each of you for your continued professionalism, support, and resilience. I encourage anyone with questions to reach out to your supervisor or contact DFA-HR at DFA-HR@uci.edu. Resources, including the [Life Resources Program](#), are also available should you desire additional support.

To further support our community and provide space for dialogue, I will host a town hall in the coming weeks to discuss our ongoing challenges and priorities and to hear your input. More details will be shared soon.

Sincerely,

Mary Lou D. Ortiz

Chief Financial Officer

Vice Chancellor, Finance & Administration