



Dear A&BS Employees,

I am pleased to announce that David Ott has accepted the position of Executive Director, A&BS Support Services, effective Thursday, February 1, 2018. David came to UCI in March of 2017 as Special Assistant and Project Manager and has been instrumental in centralizing a support service delivery model for A&BS administrative functions, including overall budget/financial resources, HR-related activities, and payroll services. In his new role, David will continue to develop A&BS Support Services and focus on increasing the breadth and quality of services through this new department. The following is a brief summary of each functional area:

- **Human Resources:** This team will focus on implementing strategic Human Resource (HR) initiatives, interpreting and applying HR policies and practices, delivering consistent and complete onboarding and off-boarding procedures, and serving as an HR central contact point for topics related to employee and labor relations, talent acquisition, compensation and classification, benefits, etc.
- **Finance/Budget:** This team will improve the accuracy of budget development and forecasting processes, automate several budget and monitoring processes to reduce manual work, and identify best practices for service deliverables to maximize budget efficiency while maintaining quality service delivery.
- **Business Services:** This team will partner closely with A&BS Human Resources and Finance/Budget as well as manage the staffing list/position management within our division to ensure that all positions have permanent funding. This team will also provide centralized payroll services to all A&BS departments, manage department security access, and approve employee timesheets into the payroll system.

An A&BS Support Services website is in the process of being developed to house additional information. Please email ABSWithUForU@uci.edu should you have any questions.

David has over 35 years in public service where he has served as a special consultant to the Vice President and Chief Financial Officer of Administration and Finance at San Francisco State University, interim Assistant City Manager for San Juan Capistrano, City Manager for Solana Beach, Director of the Solana Beach Redevelopment Agency and Assistant City Manager for Imperial Beach. He also held the position of Fire Chief/Director of Public Safety for the cities of Solana Beach, Del Mar, and Imperial Beach where he was responsible for managing and directing the fire department, lifeguard department, code enforcement department, and emergency preparedness personal and all department operations.

David holds a Master of Arts in Executive Management Leadership from Grand Canyon University, Master of Arts in Management - Human Resource Management from the University of Redlands, and Bachelor of Science degrees Fire Administration and Fire Prevention, both from Cogswell Polytechnical College.

Please join me in congratulating David Ott in his new role.

With appreciation,

Ronald S. Cortez, JD, MA
Vice Chancellor
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