



# Illinois Department of Commerce & Economic Opportunity

Bruce Rauner, Governor

March 8, 2017

The Honorable Bruce Rauner, Governor, Statehouse, Room 207, Springfield, IL 62706

The Honorable John Cullerton, President of the Senate, II State Senate, Statehouse, Room 327, Springfield, IL 62706

The Honorable Michael Madigan, Speaker of the House, II House Representatives, Room 300 Statehouse Springfield, IL 62706

The Honorable Christine Radogno, Senate Minority Leader, II State Senate, Statehouse, Room 309G, Springfield, IL 62706

The Honorable Jim Durkin, House Minority Leader, II House Representatives, Statehouse, Room 316, Springfield, IL 62706

Mr. Tim Anderson, Secretary of the Senate, II State Senate, Statehouse, Room 401, Springfield, IL 62706

Mr. Timothy Mapes, Clerk of the House of Representatives, II House of Representatives, Statehouse, Room 300, Springfield, IL 62706

Mr. Alan Kroner, Executive Director, Legislative Research Unit, 222 South College Street, Suite 301, Springfield, IL 62704

State Government Report Distribution Center, State Library, 300 South Second St., Springfield, IL 62701

As required by the State Services Assurance Act (5 ILCS 382/), the Department of Commerce and Economic Opportunity is reporting its bilingual employees. The Act requires agencies to report frontline, bilingual employees, which includes employee name, job title, job description and language(s) spoken.

Employee	Job Title	Job Description	Additional Language Spoken
Sonia Gerson	Office Coordinator	Performs complex, specialized support to the Illinois Entrepreneurship Network (EIN) Business Information Center (BIC); provides client services to business inquiries, research and determine client needs pertaining to business development; converses in Spanish to provide client services; types and prepares responses to client inquiries; contact and liaises with other state agencies to resolve problems for business owners and entrepreneurs; attend meetings, conferences and workshops to gain technical information and resources.	Spanish
Maria Delmar Gallardo	Executive 2	Organizes, plans, and directs the Statewide Residential Energy Assistance Partnership (REAPP); develops plans for fiscal management, personnel management, budget preparation and analysis, and program developments; establishes program grants; conducts management review and analysis of reports, plans, studies, and proposals; translates information into Spanish for people who cannot read or understand English.	Spanish

Rosario Guerrero	Administrative Assistant 2	Serves as confidential staff assistant performing a variety of sensitive and controversial non-recurring staff functions for the manager; makes recommendations in the conceptualization, development and implementation of new programs; represents the Deputy Director to facilitate the execution of goals and objectives; coordinates and consolidates information for budget; drafts sensitive and confidential letters, documents and reports; utilizes Spanish speaking skills to converse in Spanish with telephone calls from businesses or through written correspondence for the bureau; attends meetings for the manager.	Spanish
Tony DeAssuncao	Manpower Planner 3	Performs rapid response and layoff aversion duties associated with the Workforce Investment and Trade Act Programs. Conducts on-site meetings with employers initiating or contemplating reductions in their labor force and provides rapid response or layoff aversion services authorized by the United States Department of Labor. Organizes and conducts outreach activities to partner organizations such as local chambers, community based organizations, economic development corporations and other associated entities. Utilizes Spanish speaking skills to communicate workforce information for Rapid Response clients.	Spanish
Joel Pena-Hall	Office Assistant	Serves as receptionist for the Chicago office by greeting and routing visitors, answering phones and routing calls, utilizes Spanish speaking skills to assist Spanish speaking visitors and callers. Provides assistance to the manager with delivery and storage of mail, boxes and packages; drives state vehicles for maintenance, cleaning and repairs.	Spanish

Respectfully submitted,

*Sean McCarthy* <sup>KS</sup>

Sean McCarthy  
Director

**DCEO Statutory Reporting Control Form** *To be completed by office/reporting unit:*

Name of Report as Listed in Statutory Reporting Database Bilingual Report-Front Line Staff

Statutory Citation 5 ILCS 382 State Services Assurance Act

Due Date for filing with General Assembly April 1, 2017

I confirm that the Statute cited above requires that this report be submitted to the General Assembly.

I confirm that the contents of this report meet my approval and satisfy statutory intent.

Please check one of the following:

I confirm that this report in the original does not contain sensitive personal data (SSN, etc.) that would render it unsuitable for public viewing.

I confirm that this report has been redacted to remove sensitive personal data (SSN, etc.) that would render it unsuitable for public viewing.



Deputy Director

3/8/2017

Date

Note: Deputy Director signature cannot be delegated

*To be completed by Office of Accountability:*

I confirm that this report does not contain sensitive personal data that would render it unsuitable for public viewing. This report may be posted to DCEO's website and submitted to the State Library and General Assembly.

Office of Accountability Representative

Date