March 26, 2019

Via U.S. Mail

Mr. John W. Hollman  
Clerk of the House  
300 Capitol Building  
Springfield, IL 620706

Re: Report Pursuant to State Services Assurance Act, 5 ILCS 382/3-20

Dear Mr. Hollman:

Pursuant to Section 3-2 of the State Services Assurance Act, 5 ILCS 382/3-20, please find enclosed on behalf of the Office of the Executive Inspector General for the Agencies of the Illinois Governor (OEIG) a report of the OEIG’s staffing level of employees who have voluntarily identified themselves as bilingual or multilingual.

If you have any questions or require additional information, please feel free to contact Claudia P. Ortega at 312-814-8319 or Claudia.P.Ortega@illinois.gov.

Sincerely,

Susan M. Haling  
Acting Executive Inspector General

By:  
Claudia P. Ortega  
Chief Administrative Officer
OEIG Bilingual/Multilingual Employees as of March 26, 2019

Andres Avalos, Accounting Clerk; Languages: English and Spanish

Mr. Avalos is responsible for accounting duties, including: procurement procedures and purchase order requisitions; managing input of financial information to finance-relates databases and system; maintaining established general account ledger by fund; verification of financial documents including vouchers, invoices, requisitions, and fixed asset list; posting financial information to registers and ledgers; performing reconciliation of ledgers; preparation of legislative forms for the budget process; and bi-annual audit administrative functions.

Caty Bautista, Executive Assistant; Languages: English and Spanish

Ms. Bautista is responsible for performing a variety of highly responsible and confidential duties including answering the telephone, preparing correspondence, and prioritizing workflow. She works with information of an extremely sensitive and confidential nature associated with investigations, legal proceedings, human resources, and financial operations of the Office of Executive Inspector General (OEIG).

Lorena Contreras, Administrative Assistant; Languages: English and Spanish

Ms. Contreras is responsible for performing a variety of highly professional, administrative, and confidential duties, including answering the telephone, preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance.

Viktorija Legge, HEM Analyst; Languages: English, Russian, Lithuanian, and French

Ms. Legge is responsible for performing a variety of duties pertaining to the OEIG’s mandate to ensure that hiring and employment decisions, practices, and programs comport with the law. Her responsibilities include: reviewing hiring and/or employment files; obtaining and analyzing hiring and employment-related information; documenting monitoring activities and results, among other information; and working with State agency staff in ensuring the integrity of hiring and employment decisions and practices.
Antonio Mondragon, Accounting Specialist; Languages: English and Spanish

Mr. Mondragon is responsible for performing professional accounting duties, manages input of financial information to finance-related databases and systems, and performs procurement operations. He maintains fixed asset database and support for the annual certification, assists with budget preparation and reporting and bi-annual audit. He also provides support for the annual reporting including fiscal year-end reporting and assists with reconciliations of various accounts.

Claudia Ortega, Chief Administrative Officer; Languages: English and Spanish

Ms. Ortega is responsible for planning, directing, implementing, and administering all finance and human resources and IT functions including: administering an annual budget in excess of $7 million; working closely with the Executive Inspector General to manage budget, financial, and compliance issues; preparing annual budget and appropriation requests; and managing expenditures and the budget to meet operational needs. Ms. Ortega manages the fiscal year-end close process, ongoing analysis of financial operations, and internal accounting systems and records.

Claire Roche, HEM Attorney; Languages: English and Spanish

Ms. Roche is responsible for performing a variety of duties pertaining to the OEIG’s mandate to ensure that hiring and employment decisions, practices, and programs comport with the law, including conducting or assisting with research relating to legal, investigative, disciplinary matters, and as well as other relevant issues.

Jasmine Velazquez, Investigator; Languages: English and Spanish

Ms. Velazquez is responsible for conducting investigations under the auspices of the State Officials and Employees Ethics Act regarding complaints received by the OEIG concerning allegations of misconduct, malfeasance, or violations of laws, rules, or regulations. She gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; and prepares investigative reports.

Diana Zuver, Deputy Inspector General; Languages: English and Spanish

Ms. Zuver is responsible for the development of investigative strategies in relation to any applicable laws, rules, and policies for complaints received by the OEIG concerning allegations of misconduct, malfeasance, or violations of laws, rules, or regulations. She ensures that investigative and other reports are well-written, accurate, concise, thorough, and timely through the careful review and editing of her own and subordinates’ work.
March 26, 2019

Via U.S. Mail

Mr. Tim Anderson
Secretary of the Senate
401 Capitol Building
Springfield, IL 620706

Re: Report Pursuant to State Services Assurance Act, 5 ILCS 382/3-20

Dear Mr. Anderson:

Pursuant to Section 3-2 of the State Services Assurance Act, 5 ILCS 382/3-20, please find enclosed on behalf of the Office of the Executive Inspector General for the Agencies of the Illinois Governor (OEIG) a report of the OEIG’s staffing level of employees who have voluntarily identified themselves as bilingual or multilingual.

If you have any questions or require additional information, please feel free to contact Claudia P. Ortega at 312-814-8319 or Claudia.P.Ortega@Illinois.gov.

Sincerely,

Susan M. Haling
Acting Executive Inspector General

By: Claudia P. Ortega
Chief Administrative Officer
OEIG Bilingual/Multilingual Employees as of March 26, 2019

Andres Avalos, Accounting Clerk: English and Spanish

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Caty Bautista, Executive Assistant; Languages: English and Spanish

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Lorena Contreras, Administrative Assistant; Languages: English and Spanish

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Viktorija Legge, HEM Analyst; Languages: English, Russian, Lithuanian, and French

Ms. Legge is responsible for performing a variety of duties pertaining to the OEIG’s mandate to ensure that hiring and employment decisions, practices, and programs comport with the law. Her responsibilities include: reviewing hiring and/or employment files; obtaining and analyzing hiring and employment-related information; documenting monitoring activities and results, among other information; and working with State agency staff in ensuring the integrity of hiring and employment decisions and practices.
Antonio Mondragon, Accounting Specialist; Languages: English and Spanish

Mr. Mondragon is responsible for performing professional accounting duties, manages input of financial information to finance-related databases and systems, and performs procurement operations. He maintains fixed asset database and support for the annual certification, assists with budget preparation and reporting and bi-annual audit. He also provides support for the annual reporting including fiscal year-end reporting and assists with reconciliations of various accounts.

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Jasmine Velazquez, Investigator; Languages: English and Spanish

Ms. Velazquez is responsible for conducting investigations under the auspices of the State Officials and Employees Ethics Act regarding complaints received by the OEIG concerning allegations of misconduct, malfeasance, or violations of laws, rules, or regulations. She gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; and prepares investigative reports.

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