



**OFFICE OF EXECUTIVE INSPECTOR GENERAL  
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR**

69 WEST WASHINGTON STREET, SUITE 3400  
CHICAGO, ILLINOIS 60602  
(312) 814-5600

March 11, 2020

***Via U.S. Mail and Electronic E-Mail***

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

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 Clerk Holliman and Secretary 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 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](mailto:Claudia.P.Ortega@Illinois.gov).

Sincerely,

Susan M. Haling  
Executive Inspector General

By:   
Claudia P. Ortega  
Chief Administrative Officer



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**OEIG Bilingual/Multilingual Employees as of March 11, 2020**

**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.

**Lorena Contreras, HR 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.

**Magdalena Lipczynski, Assistant Inspector General; Languages: English and Polish**

Ms. Lipczynski is responsible for drafting final summary reports for investigative cases and revolving door cases conducted by the OEIG under the auspices of the State Officials and Employees Ethics Act, and conducting or assisting with research relating to legal, investigative, disciplinary, and other relevant issues.

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

Ms. Ortega is responsible for planning, directing, implementing, and administering all finance, 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.

**Amanda Thomet, HEM Analyst; Languages: English and Spanish**

Ms. Thomet 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.

**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.