Illinois
Department of Commerce
& Economic Opportunity
Pat Quinn, Governor

March 26, 2014

The Honorable Pat Quinn, Governor, Statehouse, Room 207, Springfield, IL 62706
The Honorable John Cullerton, President of the Senate, Statehouse, Room 327, Springfield, IL 62706
The Honorable Michael Madigan, Speaker of the House, Statehouse, Room 300, Springfield, IL 62706
The Honorable Christine Radogno, Senate Minority Leader, Statehouse, Room 309A, Springfield, IL 62706
The Honorable Jim Durkin, House Minority Leader, Statehouse, Room 316, Springfield, IL 62706
Mr. Tim Anderson, Secretary of the Senate, Statehouse, Room 401, Springfield, IL 62706
Mr. Timothy Mapes, Clerk of the House of Representatives, Statehouse, Room 300, Springfield, IL 62706
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 inquires; 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 Geurrero	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,

Adam Pollet, Director