



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 15, 2016

*Via U.S. Mail*

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](mailto:Claudia.P.Ortega@Illinois.gov).

Sincerely,

Maggie Hickey  
Acting Executive Inspector General

By:   
\_\_\_\_\_  
Claudia P. Ortega  
Chief Administrative Officer



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**Office of Executive Inspector General**  
**Bilingual/Multilingual Employees as of February 29, 2016**

**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 telephones, preparing correspondence, and prioritizing work flow. She works with information of an extremely sensitive and confidential nature associated with investigations, legal proceedings, human resources and financial operations for the 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 files and record maintenance.

**Julia Kieler, Administrative Assistant; Languages: English, Polish and French**

Ms. Kieler 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 files and record maintenance.

**Salome Kiwara-Wilson, Assistant Inspector General; Languages: English, Kikuyu, Kiswahili, and French**

Ms. Kiwara-Wilson is responsible for drafting final summary reports for investigative cases conducted by 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.

**Samantha Giacobbe, Investigator; Languages: English and Italian**

Ms. Giacobbe is responsible for conducting investigations under the auspice 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.

**Claudia P. 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 Acting 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 and operational needs as well as internal accounting systems and record.