



Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

February 21, 2024

Governor JB Pritzker
Members of the Illinois General Assembly
State Capitol Building
401 S. 2nd Street
Springfield, IL 62701

Dear Governor Pritzker and Members of the Illinois General Assembly:

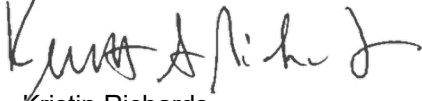
As required by the State Services Assurance Act (5 ILCS 382/), the Department of Commerce and Economic Opportunity is reporting its bilingual employees. The Act requires agencies to report frontline, bilingual employees, which includes employee name, job title, job description and language(s) spoken.

Employee	Job Title	Job Description	Additional Language Spoken
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 clients.	Spanish
Maria Delmar Gallardo	Executive 2	Organizes, plans, and directs the Energy Assistance programs; develops plans 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
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

Christopher Sedgwick	Public Service Admin., Opt. SS1	Initiates, plans, evaluates and facilitates the creation of jobs in Illinois through the promotion of international trade. Based in the Office of Trade and Investment (OTI) Chicago Headquarters, serves as an International Trade Specialist with a primary focus on the America's region. Serve other foreign market regions as OTI workload demands require. Provides international marketing assistance to Illinois' companies to export their products and services to the assigned region. Promotes Illinois as a location for foreign investment; utilizes Spanish speaking skills to perform duties.	Spanish
Diana Alfaro	Sr. Public Service Admin., Opt. SS1	Formulates the Office of Minority Economic Empowerment Office (OMEE) strategic planning program, setting priorities for economic and business development for Latino business development; manages, develops and directs all economic development programs for Latino businesses, directs annual budget; supervises staff; develops partnerships with businesses and local governments to develop programs to promote economic development targeted to Latino business owners. Utilizes Spanish speaking skills to perform duties.	Spanish
Claudia Gomez	Admin Assistant 2, Opt. SS	Under general direction of the Deputy Director, 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 Assistant Deputy Director. Assists other bureaus as assigned by supervisor.	Spanish
Manuel Lopez	Sr. Public Service Admin., Opt. 1	Subject to management approval of the Deputy Director, serves as Assistant Deputy Director for the Office of Regional Economic Development (Team RED); plans, develops, implements and controls strategic long term planning for the Office of Regional Economic Development; develops and formulates policy for the Office planning; develops long-term budget proposals of the Office.	Spanish
Qingwei "Kelly" Hou	Public Service Admin., Opt. 1 CH	Under general direction of the Office of Trade and Investment (OTI) Asia/Pacific Rim/Middle East Office Manager, initiates, plans, evaluates and facilitates the creation of jobs in Illinois through the promotion of international trade. Based in the OTI Chicago Headquarters, serves as an International Trade Specialist with a primary focus on the Asia-Pacific Region. Manages Foreign Direct Investment activities and projects from China. Serves other foreign markets regions as OTI workload demands requires. Provides international marketing assistance to Illinois' companies to export their products and services to the assigned region. Promotes Illinois as a location for foreign investment, utilizes Chinese speaking skills to perform duties.	Chinese

Sindi Palomino	Admin Assistant 2, Opt. SS	Under administrative direction of the Deputy Director for the Office of Minority Economic Empowerment (OMEE), effectuates the administration and coordination of OMEE programs with respect to planning and implementation. Acts as confidential assistant in administrative operations dealing with sensitive and controversial activities and ensures agency policies and procedures are followed.	Spanish
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Sincerely,



Kristin Richards
Director