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**TONI PRECKWINKLE**  
PRESIDENT

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OFFICE OF THE INDEPENDENT INSPECTOR GENERAL

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INSPECTOR GENERAL

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March 13, 2015

Honorable Toni Preckwinkle  
President  
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Chicago, Illinois 60602

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Office of the Independent Inspector General  
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Mary Robinson  
Compliance Administrator  
Office of the Compliance Administrator  
69 W. Washington Street, Suite 840  
Chicago, Illinois 60602

**Re: OIIG Employment Plan Officer's March 2015 Semi-Annual Report**

Dear President Preckwinkle, Inspector General Blanchard and Ms. Robinson:

This is the fourth Semi-Annual Report issued pursuant to the Employment Plan for the Office of the Independent Inspector General (OIIG) that was filed with the United States District Court for the Northern District of Illinois on May 8, 2013. This report details my activities as the OIIG Employment Plan Officer during the previous six months. These activities consisted primarily of posting required information on the OIIG's website, training OIIG personnel regarding the Employment Plan and related issues, and taking other action required by the OIIG Employment Plan.

Postings on OIIG's Website

In addition to containing the OIIG Employment Plan and related information, the OIIG's website was updated to include Quarterly Employment Action Reports for the office for the third and fourth quarters of 2014. These reports list the total number of hires, promotions, transfers and terminations involving OIIG employees for each quarter, including: (i) the number and type of each such employment action; (ii) the dates of each employment action; (iii) the title of the position; and (iv) whether such employment action was pursuant to a posted or emergency hire.

Training

The OIIG Employment Plan requires various types of training for OIIG employees and supervisors as well as for employees who participate in the hiring process. During the last

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reporting period, I monitored the implementation of a new online Employment Plan training program and the completion of same by all OIIG employees and supervisors. This online Employment Plan program has also been used by recently hired employees and will continue to be used for new employees in the future and for annual refresher training for all OIIG employees.

### Complaints

During this reporting period, I did not receive any new complaints alleging violations of the Employment Plan. As no violations of the Employment Plan have been found at this time, this Semi-Annual Report does not contain any recommendations for remedial or corrective action.

### Recommendation Letters

During a recent hiring process, certain letters of recommendation were submitted on behalf of at least one candidate. Consistent with our practice, all letters of recommendation are forwarded to our Unlawful Political Discrimination Unit where they are logged and screened to determine if the letters are political in nature.

### Other Activity

In addition to regular monitoring of activities within the office to ensure compliance with the terms of the OIIG Employment Plan, I have worked with OIIG employees to answer questions regarding Employment Plan issues.

Quarterly reports listing the total number of hires, promotions, transfers and terminations involving OIIG employees during the first and second quarters of 2015 will be issued in April and July 2015 respectively. The next Semi-Annual Employment Plan Report will be issued in September 2015.

Copies of all Semi-Annual Employment Plan Reports are posted on the OIIG's website as required by the OIIG Employment Plan. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Steven E. Cyranoski  
OIIG Employment Plan Officer

cc: Laura Lechowicz Felicione, Special Legal Counsel, Office of the President  
Matthew Pryor, Counsel to the Compliance Administrator