



Position Information

Employee Name:

Position Title:

VP, Enterprise AI Strategy & Transformation

Program:

Information Technology

Work Unit:

AI Center of Excellence

Classification:

Information Technology Manager II

Report To:

CEA

Collective Bargaining Identifier (CBID):

M01

Fair Labor Standards Act (FLSA) Status:

Not Covered, Exempt. Work Week Group E

Information Technology Domain(s):

Software Engineering

Special Requirements

Conflict of Interest Designation: Yes

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Program Information:

The AI Center of Excellence (AI CoE) is a centralized hub that provides enterprise-wide leadership, governance, and expertise to guide the responsible and strategic adoption of artificial intelligence. It establishes the frameworks, standards, and best practices that ensure AI technologies are used ethically, safely, and in alignment with organizational strategy.

Purpose/Scope:

The Chief Artificial Intelligence Officer (CAIO) serves as State Fund's senior leader for enterprise artificial intelligence strategy, governance, and risk management. Reporting to the SVP of Strategy and Architecture. The CAIO holds enterprise-wide accountability for AI policy and strategy, AI Center of Excellence (CoE) operations, governance & intake, the technical execution and implementation of AI business needs. The CAIO will foster partnerships and education with AI Business Partners, and maintain project/technology oversight of their assigned business areas; will develop and oversee the Community of Practice and the frameworks governing ethical, compliant, and mission aligned AI adoption across State Fund.

The CAIO ensures all AI initiatives support State Fund's statutory mission to serve California's employers and injured workers while safeguarding the organization from legal, ethical, operational, and workforce-related risks.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

20% Essential

1. Enterprise AI Strategy & Policy Authority

- a. Establishes State Fund's enterprise AI strategy, long-range roadmap, investment priorities, and policy framework.
- b. Exercises authority over AI policies including the Enterprise AI Roadmap, AI Acceptable Use Policy, and AI Risk Tolerance Framework.
- c. Partners with the SVP, CIO, General Counsel, CISO, Chief Privacy Officer, and Chief HR Officer to ensure compliance with regulatory, fiduciary, and workforce obligations.

20% Essential

2. AI Center of Excellence (CoE) Governance & Centralized Intake

- a. Provides direction to the enterprise AI CoE.
- b. Governs centralized AI intake and evaluation, ensuring use cases are aligned, non-duplicative, and prioritized based on enterprise value and cost savings.
- c. Sets standards for AI development, model lifecycle management, prompt and data governance, and post-deployment monitoring.
- d. Ensures centralized governance reduces technology sprawl and fragmentation.

15% Essential

3. AI Risk, Ethics and Regulatory Governance

- a. Serves as the executive accountable for AI-specific risk, ethics, and regulatory compliance.
- b. Establishes and maintains the AI Risk Classification Framework.
- c. Oversees AI ethics review for high-impact or sensitive use cases.
- d. Ensures compliance with California and federal law, privacy requirements, employment law, insurance code, and public-records obligations.

15% Essential

4. AI Business Partner Guidance and Support

- a. Partners with AIBPs to build capability, core AI literacy, and organizational readiness for AI-adapted roles.
- b. Provides education and enablement, strengthening AI fluency across the enterprise through training, competencies, and shared resources.
- c. Exercises oversight of projects and technology

- d. Partners with the Strategy Office, Executives and the HR to ensure AIBP focus aligns with business AI demand.
- e. Works with AIBPs to develop and build out the Community of Practice.

15% Essential

5. AI Investment Governance & Vendor Strategy

- a. Partners with the SVP of IT Governance and Corporate Services to oversee State Fund's AI investment portfolio, ensuring all AI spending aligns to enterprise strategy and measurable outcomes.
- b. Sets standards for AI vendor evaluation, including security, privacy, model provenance, sub-processor governance, and exit strategy.
- c. Partners with the SVP of IT Governance and Corporate Services on AI vendor and platform governance.
- d. Directs ROI evaluation throughout intake, pilot, scale, and sunset phases.

15% Marginal

6. AI Workforce Evolution, Community of Practice, Communication & Public Trust

- a. Leads enterprise workforce and communication strategies related to AI adoption.
- b. Partners with HR on staff engagement, retraining, transparency, and human-in-the-loop requirements.
- c. Partners with business areas to develop a deep and wide spectrum of Community of Practice partnerships, and works with the CoP to ensure consistent messaging, bolster communication, enhance outreach and facilitate employee adoption of AI.
- d. Ensures AI adoption strengthens trust and aligns with State Fund's mission.
- e. Directs communication of State Fund's AI posture to employees, policyholders, injured workers, the Board, Legislature, and public.

100%

Required Knowledge Areas:

- Proficient Enterprise AI strategy and governance at organizational scale.
- Proficient AI ethics and responsible AI frameworks.
- Proficient AI/ML lifecycle management, model risk management, and evaluation methodologies.
- Proficient California and federal AI-related regulation
- Working Workers' compensation regulatory environment.
- Working Enterprise architecture, IT governance, vendor management, and technology rationalization.
- General Civil service workforce structure and impacts of AI adoption in public sector environments.
- General Public sector procurement, audit, public-records, and legislative oversight

Required Skills and Abilities:

- Ability to develop and execute enterprise-wide AI policy.
- Ability to translate strategic intent into actionable AI programs.
- Skill to govern centralized AI intake amid competing priorities and pressures.
- Skill to lead a multi-disciplinary AI CoE and enterprise AIBP network.
- Skill to make and defend complex decisions involving regulatory exposure, algorithmic risk, and workforce impacts.
- Skill to communicate AI strategy effectively to executive, legislative, regulatory, and public audiences

- Ability to operate with sound judgment in ambiguous and rapidly evolving environments

Work Environment:

Physical Requirements:

- Incumbent works in the usual office environment.

Travel:

- Travel may be required.

Emergency call backs:

- Not applicable.

Work Hours:

- Standard core business hours.

Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):

Supervisor Signature:

Date:

Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):

Employee Signature:

Date: