



Position Information

Employee Name:

Position Title:

Vice President of Enterprise AI Office

Program:

Enterprise AI Office

Work Unit:

Administration

Classification:

IT Manager II

Report To:

CEA B

Collective Bargaining Identifier (CBID):

M01

Fair Labor Standards Act (FLSA) Status:

Not Covered, Exempt. Work Week Group E

Information Technology Domain(s):

Client Services, Systems Engineering, IT Project Management, 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 Enterprise AI Office is a centralized strategic governing body responsible for identifying high-value AI use cases and accelerating their adoption across the organization. Its core purpose is to embed an AI-first approach into business operations by ensuring that AI solutions are aligned with enterprise goals, consistently deliver measurable value, and are implemented securely and responsibly. The office leads the evaluation and prioritization of AI opportunities, establishes enterprise standards for ethical and compliant AI use, and enables the organization to scale AI confidently through strong governance, coordinated strategy, and robust data-privacy and security policies.

Purpose/Scope:

The Vice President, Enterprise AI Office is a dynamic enterprise leader responsible for shaping State Fund's long-term artificial intelligence agenda. Acting as the connective tissue between business goals and technical execution, this senior leader establishes governance frameworks, defines strategic roadmaps, and manages the AI portfolio budget. By partnering with the AI Center of Excellence and global program leaders, the VP will drive the inception, adoption, and measurable business value of AI technologies across all units. This role requires an innovative, adaptable leader who embraces technological advancements, champions calculated risks, and balances transformation with fiscal responsibility.

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

25% Essential

- 1. Strategic Alignment: Translating overarching business objectives into actionable AI strategies, ensuring new models and tools directly support the company's competitive advantage.**
 - a. Develop and champion the overarching AI vision and roadmap.
 - b. Align Stakeholders and Strategy. Partner with executive leaders to connect AI goals with people plans, making sure everyone agrees on how change happens.
 - c. Collaborates with the organization's AI Governance Council to formulate and enforce strict policies for AI ethics, model bias and regulatory compliance to ensure responsible AI usage.
 - d. Develop, launch and lead a Community of Practice for the organization that supports knowledge sharing, breaks silos so that staff from different business units can work together on tech tools, and spreads AI literacy outward from a central team so everyday users gain confidence.

20% Essential

- 2. Opportunity Identification: learns about the various key department functions, business processes, and outcomes for the purpose of reimagining our operations through an AI first lens.**
 - a. Serve as the connective tissue between business units, AI Center of Excellence, legal and change management teams.
 - b. Remove organizational blockers. Foster and promote a culture of AI adoption and continuous upskilling across the workforce.
 - c. Provide program and project oversight for all enterprise-wide AI activities.
 - d. Establish metrics to track the return on investment (ROI) of AI initiatives and adjust project roadmaps based on performance and user feedback.
 - e. Collaborating with CSI and stakeholders to identify effective AI solutions operational bottlenecks, inefficiencies, and growth opportunities that can be resolved with machine learning or generative AI.

15% Essential

- 3. Vendor & Partner Evaluation: Partner with the AI Center of Excellence in sourcing third-party AI solutions, evaluating technical fit, and managing relationships with external technology providers and vendors.**
 - a. Sourcing and Evaluation: Research new third-party AI software and tools. Check if external technology fits company systems with the AI Center of Excellence.
 - b. Vendor Management: Build and lead strong working ties with outside tech vendors. Review vendor work quality, pricing, and contract rules.

15% Essential

- 4. Change Management: Leading the adoption of AI technologies by upskilling employees, addressing workflow implications, and fostering a company culture of data literacy and innovation.**
- a. Drive AI Culture and Adoption. Design and lead programs that build trust, reduce fear, and encourage daily use of AI tools across all business units.
 - b. Upskill the Workforce. Create large-scale learning and training paths so employees at all levels gain the right AI skills for their jobs.
 - c. Measure Impact and Feedback. Track how well teams adopt new AI tools through data and surveys, using feedback to fix problems fast.
 - d. Manage Communication and Governance. Lead clear, open messaging about AI rules, job changes, and success stories to keep the whole company informed.

15% Essential

- 5. Talent & Team Development: Build, mentor, and lead a high-performing team of talent through talent strategy, skill advancement, and an inclusive culture.**
- a. Drive talent recruitment, capability development, and retention strategies.
 - b. Identify training and development opportunities for staff. Support staff in maintaining their own education on trends and advances in AI for business improvement.
 - c. Build AI Talent Pipelines: Design and execute a comprehensive recruitment and retention strategy to attract top-tier talent.
 - d. Mentor Emerging Leaders: Establish structured mentorship and career pathing programs to upskill internal technical staff and develop the next generation of AI team leads and managers.
 - e. Lead High-Performing Teams: Foster a culture of technical excellence, cross-functional collaboration, and continuous learning to maximize team output and morale.
 - f. Drive AI Literacy and Training: Partner with human resources and business units to roll out enterprise-wide AI education programs, ensuring all staff understand safe and effective AI adoption.
 - g. Define Performance Standards: Set clear metrics and evaluation frameworks for AI project delivery, aligning individual growth goals with overall business outcomes.

10% Essential

- 6. Governance and Risk Management: Overseeing AI ethics, data privacy, and security. They ensure that all deployed solutions adhere to local and federal compliance regulations and internal corporate policies.**
- a. Regulatory Compliance: Align all deployed AI solutions with federal, state, and local laws, plus internal corporate rules.
 - b. Ethical Standards: Set clear rules for fairness, transparency, and accountability in machine learning models.

100%

Knowledge, Skills and Abilities

- A strong understanding of the power and potential of generative and agentic AI to scale operations. Experience integrating AI agents with organizational data and third-party tools to automate complex, multi-system workflows.
- Demonstrated expertise in designing, prompting, and refining AI agents. Experience in chaining multi-step prompts, writing robust system specifications, and teaching agents specific domain knowledge, brand voices, and decision-making logic in partnership with the AI COE.

- Proven ability to leverage AI as a collaborative thought partner. Must demonstrate experience in using AI to critically stress-test logic, challenge assumptions, and generate structured outlines to overcome blank-page paralysis.
- Thought Partnership & Iteration: Experience designing AI systems to perform continuous reasoning (observe, reflect, act), challenge human assumptions, and conduct scenario planning.
- Demonstrated capacity to gather and evaluate relevant information, apply innovative problem-solving techniques, and execute assignments with critical thinking rather than relying solely on established routines.
- Capability Assessment: The ability to understand what AI can - and fundamentally cannot - do, allowing you to filter legitimate opportunities from vendor hype.
- Use Case Evaluation: Strong ROI assessment skills to evaluate the total cost of ownership, integration complexity, and organizational fit of AI projects.
- Human-AI Orchestration: The ability to determine which workflows should be executed by machines and which stay human i.e. "human in the loop".
- Risk Management: Deep familiarity with data privacy, security, compliance, and responsible AI practices to defend deployments to regulators.
- Ethical Judgment: The ability to identify and address potential biases in data and models.
- AI Literacy Across Teams: The capacity to scale AI knowledge by creating internal communities and documenting successful workflows.
- Narrative Intelligence: The skill to translate complex technical jargon into clear, accessible language to secure executive buy-in and bring skeptical teams along.
- Continuous Learning Mindset: A commitment to continuous learning as technology and enterprise landscape evolves rapidly.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.

Travel:

- Travel may be required.
- Travel may occasionally be for extended periods.
- Travel to various work sites and locations for training and/or meetings.

Emergency call backs:

- Not applicable.

Work Hours:

- Standard core business hours.
- Work hours may vary.

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: