



Administration Division
Information Technology Bureau—Latham (Albany Area)
Director of Enterprise Artificial Intelligence, Data, and Analytics
Reference No. ITB_DIA_6351

Applications Accepted Until Position Filled
Application Review Begins on January 10, 2025*

The Office of the New York State Attorney General's (OAG) [Information Technology Bureau](#) (ITB) is seeking a strategic technology leader and experienced people manager to lead the bureau's newly created Enterprise AI, Data, and Analytics (AI-Data) team. The Director of Enterprise Artificial Intelligence, Data, and Analytics (Director) is a senior leadership position in ITB and is responsible for the comprehensive management, governance, and strategic direction of artificial intelligence (AI), data science, data analytics, and data management within OAG. The Director oversees the design and implementation of AI and data strategies, ensuring AI-readiness and promoting the effective use of data across OAG. Additionally, the Director leads a multidisciplinary team focused on data architecture, infrastructure, AI and data-driven solutions, and the implementation of data governance practices, including the management of sensitive and classified data in compliance with legal and regulatory requirements. This position is in the Latham (Albany area) ITB office and reports to the Chief Information Officer (CIO).

OAG defends the state in litigation, engages in affirmative civil and criminal investigations and litigation, and serves as the chief guardian of the legal rights of the citizens of New York, its businesses, and its natural resources. ITB has the unique responsibility of supporting OAG as the People's Lawyer in its many and varied initiatives, multiple locations, and numerous platforms.

Duties:

AI and Data Strategy and Governance:

- Develop and execute a strategic roadmap for AI, data science, and analytics that aligns with department and OAG priorities.
- Establish and maintain AI and data governance frameworks, ensuring data quality, security, and compliance with state, federal, and local regulations regarding data privacy (e.g., GDPR, CCPA), AI ethics, and records management.
- Lead the creation and enforcement of best practices for data management, AI, and analytics across the department.
- Ensure adherence to privacy and data protection laws, with a focus on secure management and handling of sensitive data.
- Stay current with developments in AI, data science, legal tech, and records management practices, identifying opportunities for the department to leverage new technologies and approaches.
- Serve as the primary point of contact for all AI and data governance issues, providing recommendations on data usage, access, and integration across systems.
- Identify and mitigate risks associated with AI and data governance, including potential legal, ethical, and operational risks.
- Regularly evaluate and report on AI and data initiatives' performance and impact, adjusting strategies to meet evolving department needs, including monitoring resource allocation, ensuring that projects are completed on time, within budget, and aligned with strategic objectives.

AI-Readiness, Solution Evaluation, and Recommendations:

- Evaluate current data capabilities and prepare the department for AI adoption by assessing AI-readiness, identifying gaps, and implementing necessary infrastructure improvements.
- Conduct assessments and recommend AI tools and solutions to enhance decision-making, automation, compliance, and operational efficiency within OAG.

- Provide leadership in identifying AI-driven opportunities to optimize case management, legal analytics, predictive insights, and administrative tasks.

Data Science and Advanced Analytics:

- Lead and manage data science teams to build advanced analytical models, predictive algorithms, and machine learning applications that support legal operations and decision-making.
- Oversee the development and implementation of analytics platforms that enable data-driven insights for department leaders and other stakeholders.
- Foster innovation in AI and data science, promoting the adoption of emerging techniques such as natural language processing (NLP) for legal text analysis or sentiment analysis for case review.

Content/Records Management and Data Classification:

- Develop and implement comprehensive content and records management strategies to ensure the proper organization, retention, and destruction of records in compliance with legal and regulatory requirements.
- Establish data classification frameworks, ensuring that all data is properly classified according to sensitivity levels and handled accordingly (e.g., public, confidential, restricted, etc.).
- Oversee the management of sensitive legal and case-related data, ensuring compliance with government regulations for the protection of sensitive and classified information.
- Work closely with legal and compliance teams to ensure that data retention schedules and classification policies are adhered to throughout the department.

AI Infrastructure and Data Architecture:

- Design, build, and oversee the implementation of a scalable, secure, and efficient data architecture capable of supporting AI and data science initiatives.
- Collaborate with IT teams to ensure that infrastructure (cloud, on-premises, hybrid) is optimized for performance, scalability, and AI workloads.
- Lead the development of data pipelines, ensuring seamless integration across systems and real-time data processing capabilities.
- Ensure architecture supports both structured and unstructured data sources, including legal documents, case files, and external databases.

Team Leadership, Cross-Department Collaboration, and Stakeholder Management:

- Lead, manage, and mentor a cross-functional team of AI experts, data scientists, data engineers, analysts, and content/records management professionals.
- Collaborate with senior department leaders, legal teams, compliance officers, and external stakeholders to identify opportunities for AI and data-driven innovation; this includes communicating complex AI and data strategies to non-technical stakeholders, ensuring buy-in and alignment with department goals.
- Establish and co-lead an AI Center of Excellence to drive responsible AI adoption across OAG.

Required Qualifications:

- Bachelor's degree in Data Science, Artificial Intelligence, Computer Science, Information Technology, or a related field.
- At least ten (10) years of experience in AI, data science, and analytics with a demonstrated record of leading complex data initiatives in the public or legal sector.
- At least five (5) years of experience leading and managing cross-functional teams, managing resources, and cultivating a high-performance work environment.
- Strong ability to communicate technical concepts and data-driven insights to both technical and non-technical stakeholders and translating business requirements into actionable AI/data science strategies while managing risk and compliance.
- Extensive experience in content and records management, data classification, data governance frameworks, and data sensitivity management particularly within regulated environments.
- In-depth knowledge of AI ethics, data privacy laws, security standards, records management regulations (e.g., FOIA, FERPA, HIPAA), and other regulatory requirements that are relevant to public-sector and legal data management.
- Strong background in machine learning, data modeling, data architecture, and big data technologies.

- Up-to-date familiarity with numerous AI LLM's and embedded AI enterprise solutions.
- Expertise in AI/ML algorithms, data analytics platforms, and emerging data science techniques.
- Experience with AI frameworks, machine learning tools, and cloud platforms (e.g., AWS, Azure, Google Cloud, etc.).
- Availability for occasional travel for conferences, training, or stakeholder meetings is required.

Preferred Qualifications

- Master's degree in a relevant field (e.g., Data Science, Business Analytics, Information Systems) is preferred.
- AI/data science certifications (e.g., AWS Certified Machine Learning, TensorFlow).
- Certified Records Manager (CRM) or similar certifications in records management.
- Data governance or compliance-related certifications (e.g., CDMP, CIPP).

The salary range for this position is \$137,895 - \$151,988. The final salary will be determined after a complete evaluation of the selected candidate's qualifications. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received via email. To apply, please submit your complete application, including each of the items identified below, to recruitment@ag.ny.gov. Applicants must indicate both the position title and reference code (Director of Enterprise Artificial Intelligence, Data, and Analytics, ITB_DIA_6351) in their cover letter and email subject line.

****Please be advised that applications will be accepted on a rolling basis, and this position may be filled ahead of the indicated application review date. Therefore, you are encouraged to submit your application as soon as possible.***

Applicants must be prepared to submit a complete application consisting of the following:

- **Resume**
- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate both the position title and reference code (Director of Enterprise Artificial Intelligence, Data, and Analytics, ITB_DIA_6351).
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance Bureau's ability to better serve the diverse population of this state.

If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about OAG, please visit our website: www.ag.ny.gov