



Administration Division
Information Technology Bureau—Latham (Albany-area)
Director of Enterprise Artificial Intelligence, Data, and Analytics
Reference No. ITB_LAT_DIR/AI_6425

Application Deadline is March 6, 2025 *

***Applications accepted on a rolling basis until position is filled. Application review to begin on March 6, 2026.**

The Office of the New York State Attorney General's (OAG) [Information Technology Bureau](#) (ITB) is seeking an experienced technology manager to serve as Director of Enterprise Artificial Intelligence, Data, and Analytics (Director), a senior leadership role. The Director serves as Section Chief for the recently created Enterprise AI, Data, and Analytics (AI-Data) section within ITB. The section is responsible for the comprehensive management, governance, and strategic direction of artificial intelligence (AI), data science, data analytics, and data management at OAG. The Director will oversee the design and implementation of AI and data strategies, ensuring AI-readiness, and promoting the effective use of data across OAG. Based in Latham, NY and reporting directly to the Chief Information Officer (CIO), the Director will lead a multidisciplinary team focused on data architecture, AI, and data-driven solutions, and oversee the implementation of data and records governance practices, including the management of sensitive and classified data in compliance with legal and regulatory requirements.

Duties:

Data and AI Strategy and Governance:

- In coordination with key bureaus and personnel, 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 and federal laws.
- Lead the creation and enforcement of best practices for data management, AI, and analytics across the organization.
- Ensure adherence to privacy and data protection laws, with a focus on secure management and handling of sensitive data.

AI-Readiness, Solution Evaluation, and Recommendations:

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

- Lead, manage, and mentor a cross-functional team of AI experts, data scientists, data engineers, analysts, and content/records management professionals.
- Foster a collaborative and innovative culture that encourages continuous learning, knowledge sharing, and professional growth.
- Manage performance, development, and resource allocation, ensuring that projects are completed on time, within budget, and aligned with strategic objectives.

Cross-Department Collaboration and Stakeholder Management:

- Collaborate with senior department leaders, legal teams, compliance officers, and external stakeholders to identify opportunities for AI and data-driven innovation.
- Serve as the primary point of contact for all AI and data governance issues, providing recommendations on data usage, access, and integration across systems.
- Communicate complex AI and data strategies to non-technical stakeholders, ensuring buy-in and alignment with department goals.

Continuous Improvement, Risk Management, and Compliance:

- Stay current with developments in AI, data science, legal tech, and records management practices, identifying opportunities for ITB to leverage new technologies and approaches.
- Ensure compliance with federal, state, and local regulations regarding data privacy (e.g., GDPR, CCPA), AI ethics, and records management.
- 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.

Qualifications:

- A bachelor's degree in Data Science, Computer Science, Information Technology, or a related field.
- A master's degree in a relevant field (e.g., Data Science, Business Analytics, Information Systems) is preferred.
- At least seven (7) years of experience in enterprise data architecture, data science, and analytics, including at least five (5) years in a leadership or managerial role.
- Extensive experience in content and records management, data classification, and governance, particularly within regulated environments.
- Proven track record of leading complex data initiatives in the public and/or legal sector.
- In-depth knowledge of data privacy, security standards, and records management regulations (e.g., FOIA, FERPA, HIPAA).
- Strong background in AI, machine learning, data modeling, data architecture, and big data technologies (e.g. Data Lakes, Warehouse, etc.) in cloud and on-premise environments in government specific environments.
- Up-to-date familiarity with numerous AI LLM's, agentic and embedded AI enterprise solutions including Microsoft365 Copilot GCC and legal research AI platforms.
- Demonstrated leadership and people management experience, including the ability to build and lead cross-functional teams, manage resources, and cultivate a high-performance work environment in a matrix and shared governance model.
- Expertise in AI/ML algorithms, data analytics platforms, and emerging data science techniques.

- Deep understanding of data governance frameworks, including records management, data classification, and data sensitivity management.
- Ability to translate business requirements into actionable AI/data science strategies while managing risk and compliance.
- Ability to communicate technical concepts and data-driven insights to both technical and non-technical stakeholders.
- Understanding of AI ethics, data privacy laws, and regulatory requirements relevant to public-sector and legal data management.
- Availability for periodic travel within New York State and elsewhere in the United States for conferences and meetings is required.

Preferred Skills and Experience:

- 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 \$142,032-149,287. The final salary will be set 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 must be submitted online. To apply, please visit our careers website www.ag.ny.gov/job-postings/other

***To ensure consideration, applications must be received by close of business on March 6, 2026.**

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

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - 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 OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **Reference List**
 - Submit a list of three (3) professional references; supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

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: ag.ny.gov