

Job Description

AI Automation Engineer

DEPARTMENT:	Information Technology & Security	REPORTS TO:	Director of IT
TITLE CODE:	8028MR	DATE:	10/13/2025
POSITION CODE:	L2605895	ADMINISTRATIVE REVISION:	

Job Summary

OCERS is seeking an experienced AI Developer / AI Automation Engineer who will play a key role in OCERS' multi-year initiative to modernize its Pension Administration environment by designing, developing, and deploying Artificial Intelligence (AI) and machine learning (ML) solutions that improve operational efficiency, enhance data integrity, and streamline workflows.

This position supports the implementation of a new Pension Administration System (PAS) while delivering immediate automation benefits to existing business operations. The AI Developer will leverage advanced technologies such as natural language processing (NLP), document understanding, and predictive analytics to automate data entry, improve data quality, and provide actionable insights to pension administration staff and stakeholders.

Key Responsibilities:

Accelerate PAS Implementation Readiness

- ▶ Develop and test AI tools that will interface with or prepare data for the new Pension Administration System.
- ▶ Support data migration, cleansing, and validation activities using machine learning and natural language processing (NLP) models.

Enhance Current Business Processes

- ▶ Automate high-volume, repetitive tasks such as document intake, classification, and data extraction.
- ▶ Orchestrate complex business workflows through AI-driven decision support and intelligent routing.
- ▶ Identify and resolve data discrepancies or anomalies proactively.

Establish Sustainable AI Capabilities

- ▶ Deliver reusable AI components, frameworks, and process models that can evolve with the PAS and broader enterprise architecture.
- ▶ Support knowledge transfer to internal IT and operations teams.

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Core Responsibilities:

AI Solution Design & Development

- ▶ Design, implement, and operate an Azure-centric DevSecOps and MLOps environment (e.g., Azure DevOps, Git, pipelines, IaC, containerization, model registries, feature stores, monitoring).
- ▶ Design and implement machine learning and NLP-based models to extract and validate member, employer, and contribution data from structured and unstructured sources (PDFs, forms, scanned images, emails, etc.).
- ▶ Build intelligent document processing (IDP) workflows using OCR, NLP, and classification models to automate document intake and triage.
- ▶ Create and deploy AI-driven orchestration logic that integrates with RPA tools, APIs, and existing pension systems.
- ▶ Develop data anomaly detection and correction tools leveraging predictive models and rule-based systems.
- ▶ Develop frameworks and guardrails for secure coding, supply chain security, model risk management, data privacy, human-in-the-loop review, and responsible AI practices.

Data Engineering & Integration

- ▶ Prepare and transform data from legacy systems, employer feeds, and scanned documents for AI model training and inference.
- ▶ Integrate AI components into staging environments or middleware that interface with the PAS.
- ▶ Implement data quality and validation pipelines to ensure data readiness for conversion.

Business Process Orchestration & Automation

- ▶ Work with business analysts to identify automation candidates among current pension administration processes.
- ▶ Use AI orchestration to route documents, trigger workflows, and flag exceptions automatically.
- ▶ Combine AI with RPA (e.g., UiPath, Power Automate) to deliver hybrid automation for data entry and validation tasks.

Data Quality & Insights

- ▶ Develop dashboards or analytic scripts that detect and summarize data quality issues (e.g., missing contribution data, inconsistent member attributes).
- ▶ Apply machine learning techniques to learn from past corrections and improve ongoing data integrity checks.

Collaboration & Knowledge Transfer

- ▶ Partner closely with system integrators, data architects, and subject matter experts to align AI initiatives with the overall PAS roadmap.

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- ▶ Provide documentation, code repositories, and training sessions to internal staff to ensure sustainability post-engagement.
- ▶ Establish and lead AI training, enablement, and adoption plans for technical teams and business users; develop curricula and communities of practice.

Minimum Qualifications

Minimum qualifications required for entry into the classification

Education and/or Experience:

- ▶ Bachelor's degree in Computer Science, Data Science, Artificial Intelligence, Machine Learning, or a related field.
- ▶ At least 3 years of professional experience in AI/ML solution development, data engineering, or automation in a production or enterprise environment, ideally in public sector, financial services, or pension administration.
- ▶ Minimum of **three (3) years** of professional experience developing and deploying AI/ML or automation solutions in enterprise environments.
- ▶ Experience with one or more AI frameworks (TensorFlow, PyTorch, Hugging Face, Scikit-learn).
- ▶ Experience integrating AI with business systems, preferably in public sector, financial, or pension administration domains.
- ▶ Proficiency in Power BI and/or Tableau for dashboard design and analytics.
- ▶ Strong SQL skills and experience working with large, complex data sets.
- ▶ Familiarity with cloud data platforms (Microsoft Fabric, Azure, or similar).
- ▶ Excellent communication skills with the ability to collaborate across business and technical teams.

Special Notes, Licenses or Requirements:

- ▶ A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel; may be required to use personal vehicle.
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may be a disqualifying factor from employment.

Highly Desirable Qualifications:

- ▶ Experience implementing AI-driven automation within ERP, CRM, or PAS environments.

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- ▶ Familiarity with pension administration or benefits management systems.
- ▶ Experience with OCR, RPA (Robotic Process Automation), or document intelligence solutions (UiPath, Power Automate AI Builder, etc.).
- ▶ Certification in Azure AI Engineer, TensorFlow Developer, or equivalent.

Knowledge/Skills/Abilities:

Sample of KSA's necessary to perform essential duties of the position

Knowledge of

- ▶ Principles, theories, and practices of machine learning, deep learning, and natural language processing.
- ▶ Modern programming languages and frameworks (Python, .NET, JavaScript/TypeScript).
- ▶ Data engineering concepts: ETL pipelines, data cleansing, and database integration (SQL, NoSQL).
- ▶ Cloud-based AI platforms such as Microsoft Azure AI, AWS SageMaker, or Google Cloud AI.
- ▶ API development and integration methods including REST, JSON, and GraphQL.
- ▶ Agile software development lifecycle (SDLC), DevOps, and version control systems (Git).
- ▶ Data security, privacy, and compliance standards applicable to government systems (e.g., NIST, CJIS, HIPAA).

Skills in

- ▶ Designing and deploying AI models for automation, classification, and data quality validation.
- ▶ Applying NLP and computer vision tools for document understanding and unstructured data extraction.
- ▶ Using visualization tools (Power BI, Tableau, or equivalent) to present insights.
- ▶ Translating complex technical outputs into clear business outcomes.
- ▶ Troubleshooting and optimizing AI performance and system integration issues.

Ability to

- ▶ Work collaboratively with multidisciplinary teams, including business analysts, software engineers, and pension subject matter experts.
- ▶ Design scalable, maintainable AI solutions aligned with enterprise architecture standards.
- ▶ Adapt to evolving project requirements within a multi-year modernization initiative.
- ▶ Communicate effectively both orally and in writing with technical and non-technical audiences.
- ▶ Exercise sound judgment in prioritizing tasks and managing multiple deliverables under tight deadlines.

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Physical, Mental and Environmental Conditions:

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

Physical and Mental Requirements

- ▶ Speak and hear well enough to communicate in English clearly and understandably in person, over the telephone, and in small groups.
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write, and use a calculator.
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Participating Employers, peers, and members.
- ▶ Vision sufficient to read fine print and a computer monitor.
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- ▶ Ability to sit for prolonged periods of time.
- ▶ Body strength sufficient to lift up to 15 pounds and carry files.

Environmental Conditions

- ▶ The primary work place is in an office environment, working with standard office equipment.
- ▶ Peripheral office equipment generates a quiet, moderate noise level.
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- ▶ Out of area travel may be required to attend professional conferences and meetings.

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Acknowledgement

By signing below, I acknowledge that I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date